

Whitney Anderson

Writer-Editor and Social Media Creator



Experience:

Writer, *Leading Lawyers Magazine*, 8/2016—present

- Created engaging articles promoting top lawyers in Chicago, greater Illinois, and Michigan
- Conducted research on and led interviews with lawyers to highlight successes and skills in their legal practices
- Remote work position, requiring high levels of self-motivation and confidence in working with digital and online platforms

English tutor, College Nannies and Tutors, 2/2016—8/2016

- Authority on ACT English and Reading prep, which requires a high level of expertise in knowledge of English grammar, mechanics, syntax, and usage
- Specialized in teaching English writing skills to college-bound high-schoolers
- Tutor of the Month within first 3 months in position

Coordinator of Peer Ministry, University of St. Thomas Campus Ministry, 7/2014—5/2015

- Directed and managed a team of 8 undergraduate student Peer Ministers and spearheaded their outreach efforts, which included mentoring relationships, small groups, events, prayer services and retreats
- Crafted social media posts on a variety of platforms as well as email and e-newsletter copy and other promotional communications materials (print and digital) for the Office of Campus Ministry
- Orchestrated administrative, organizational, and logistical work to streamline the programs and leadership development of the Peer Ministers

Editor and Writer, Blue Grotto, Inc., 1/2014—1/2016

- Crafted compelling blog posts, articles, copy, grants, timelines, and fundraising materials for Twin Cities nonprofits
- Edited and proofread articles and copy for accuracy, grammar, syntax, and flow
- Conducted and transcribed interviews, selecting applicable quotations and verifying the accuracy of quotations
- Synthesized historical data to present synopses to an audience of potential investors
- Worked independently with minimal direction in collaboration with a team of other writers

Other experience:

Solo Travel in Asia 9/2015—12/2015

- Cared for mentally and physically disabled women with Mother Teresa's Missionaries of Charity in Calcutta, India
- Fulfilled lifelong goal of seeing Mt. Everest during 2-week trek through Himalayas to Mt. Everest Base Camp
- Gained negotiation skills, adaptability, budgeting experience, planning expertise, and multicultural communication skills as I traveled alone throughout India, China, Nepal, Thailand, Singapore, and the Philippines

Catholic Youth Expeditions Summer Staff, 5/2015—8/2015

- Spearheaded activities for groups of 30+ youth and young adults ranging from 11 to 30 including games, hikes, campsite setup, short presentations, and prayer times
- Position requires enthusiasm, ability to engage youth in conversation, strong leadership skills, awareness of unspoken needs, and taking action with minimal direction

Contact

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Education

Master of Arts (2017)

University of St. Thomas,
St. Paul, MN

M.A. Theology merit scholarship,
4.0 GPA, Dean's List

Bachelor of Arts (2012)

Franciscan University of Steubenville,
Steubenville, OH

Summa Cum Laude