

Who am I?

A passionate writer with experience in diverse roles such as mentorship, journalism, and advertising.

Adept at communicating with subject-matter experts to summarize research topics for a public audience.

Experience working independently and collaboratively to produce high-quality and engaging content.

Skills

- Writing, editing, and research,
- Feature composition, and AP style,
- Project management,
- Microsoft Office Suite,
- Adobe Workfront,
- APA, ASA, MLA, and Chicago style guides,
- Mentorship and writing pedagogy.

Theodore A. Underhill

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Phone: (979) 327-3266

Location: Austin, TX

Education:

M.A. in English, Texas A&M University-Central Texas

Outstanding Graduate, Thesis (*Graduated May 2023*)

Work Experience:

Self-Employed

Content Editor (*Nov 2023 - Present*)

- Delivers agreed-upon page quantities on a weekly basis,
- Reviews material for clarity, accuracy, tone, and content,
- Provides extended recommendations for higher-order revisions such as dialogue and narrative changes,
- Arranges meetings with authors to discuss complex issues in-depth.

Texas A&M University-Central Texas

Graduate Assistant-Content Writer (*Jun 2021 - Jul 2022*)

- Researched, wrote, and edited content for publication on the Warrior Stories and Warrior News blogs, in printed program brochures, digital marketing, and internal communications,
- Strictly adhered to university-approved style and brand image in all publications using the Hemingway App,
- Utilized Adobe Workfront to organize a team of independent staff focused on maintaining SEO best practices.

University Writing Center Tutor (*Jun 2020 - May 2021, Aug 2022 - May 2023*)

- Recommended for this position based on writing proficiency,
- Received training in composition pedagogy to provide personalized feedback and resources to students,
- Reviewed students' writing for clarity, accuracy, tone, and adherence to their discipline's chosen academic style guide,
- Instructed diverse writers including veteran, L2, and disabled students,
- Created training materials for both students and other tutors.

Student Body President (*May 2019 - May 2020*)

- Organized and marketed university-sponsored events to promote student engagement,
- Managed social media presence and email correspondence,
- Coordinated and presided over all student senate meetings,
- Provided detailed, itemized receipts for all purchases made on behalf of the university to keep track of departmental budgets and ensure the security of state funds.