

## Who am I?

A detail-oriented writer and editor with diverse experience in marketing, advertising, academic research, and journalism.

Adept at working under tight deadlines and communicating technical information in a way that is understandable to the public.

An enthusiastic team-player with a love of learning and extensive training in effective and empathetic mentorship.

## Skills

- Oral and written communication,
- Marketing, public relations, and press release style,
- Critical analysis and problem-solving,
- Handling multiple projects and prioritizing,
- Leading and training others,
- Computers and related software applications such as Microsoft Office Suite, Adobe Workfront, and screen capture,
- Associated Press, APA, ASA, MLA, and Chicago style guides.

# Theodore A. Underhill

(979) 327-3266 | TheodoreAustenUnderhill@gmail.com  
theodoreunderhill.journoportfolio.com  
Belton, Texas 76513

## Education:

M.A. in English, Texas A&M University-Central Texas  
Outstanding Graduate, Thesis (*Graduated May 2023*)

## Work Experience:

### Freelance

Content Editor (*Nov 2023 - Present*)

- Provides line-editing and copyediting services to aspiring authors,
- Ensures quality, clarity, and consistency in authors' writing,
- Supplies clear and focused written recommendations for higher-order revisions such as dialogue and narrative changes,
- Translates frequent online and in-person creative briefs into compelling story edits that remain true to the author's intent.

### Texas A&M University-Central Texas

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

- Created well-researched marketing assets for the [Warrior Stories](#) and [Warrior News](#) blogs, program brochures, social media, and email,
- Managed multiple projects while ensuring all ideas are presented in a clear and focused way that upholds brand voice and guidelines,
- Incorporated insights and analytics, tailoring content for the university's target audiences to garner buy-in while netting measurable results.

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

- Received training in composition pedagogy to brainstorm adaptable student feedback and suggest relevant online resources,
- Provided optimistic and energetic customer service to clients, using strategic thinking to solve often poorly defined problems,
- Instructed diverse writers such as veteran, L2, and disabled learners in an equitable and inclusive manner,
- Created extensive training materials for both students and peers,
- Recommended for this position based on writing proficiency.

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

- Provided administrative support to the Student Affairs department and Student Government Association,
- Communicated clearly and concisely while fielding questions via email and in-person,
- Maintained itemized receipts for purchases made using state-allocated funds and meticulously tracked expenses from a dedicated organizational account,
- Completed regular records management, filing and retrieving student senate membership and participation documents.