

Bio

A highly motivated expert in communications, marketing, research, and event planning;

Hard worker with experience creating advertising materials and informational content for a public audience;

And team-player who always works to center diverse perspectives, experiences, approaches, and cultures in the workplace.

Skills

- Higher education and dual credit programs;

- Effective oral and written communication;

- Content development, project management, and event coordination;

- Individual and group mentorship;

- Working under pressure and consistently meeting deadlines;

- General office and clerical duties;

- Computers, office equipment, and related software.

Theodore A. Underhill

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Education:

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

Outstanding Graduate, Thesis (*Graduated May 2023*)
Sigma Tau Delta International English Honor Society

Work Experience:

Freelance

Content Editor (*Nov 2023 - Present*)

- Coordinates line-editing services for new and established authors, providing strong customer service from inquiry to completion;
- Reviews and edits authors' work for clarity and content while organizing detailed progress reports on a regular basis;
- Collaborates directly with authors to ensure they are kept up to date and remain in total control of their creative vision.

Texas A&M University-Central Texas

Content Writer (*Jun 2021 - Jul 2022*)

- Authored well-researched, high-quality marketing assets for online [Warrior Stories](#) and [Warrior News](#) blogs, social media, and email;
- Researched and vetted interviewees to write feature-style articles about diverse community members from all different disciplines;
- Undertook additional tasks as assigned to include document editing and general clerical services;
- Collaborated with a team to meet all necessary deadlines.

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

- Dispensed expert writing support to university students, professors, and community members based on extensive training;
- Brainstormed with clients to determine next steps and get them thinking about how to move forward independently;
- Effectively mentored a diverse audience including dual credit, low-income, and LGBTQIA+ students to ensure equitable access to educational opportunities.

Volunteer Work:

Texas A&M University-Central Texas

Student Government Association (*Fall 2018 - Spring 2020*)

- Acted as Student Body President between 2019 and 2020;
- Supported student life programs and services;
- Planned and hosted on and off campus events with as many as 2,000+ attendees.

Commencement Committee (*Fall 2018 - Spring 2020*)

- Discussed and voted on policy decisions regarding all graduation ceremonies such as dress codes and scheduling.

Parking Committee (*Fall 2018 - Spring 2020*)

- Discussed and voted on disciplinary measures regarding traffic and parking infractions committed on university property.