

Taylor Dundore

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CAREER PROFILE

Junior Professional Writing and Rhetoric student with minors in journalism and business. Experienced in traditional copyediting, creative writing, report writing, professional correspondence, marketing, pitch writing, interviewing, and reporting. Motivated, adaptable, professional, and passionate about the entertainment industry. Uses talent and experience to share this passion with the world.

EDUCATION

Baylor University (Waco, TX)

Bachelor of Arts in Professional Writing and Rhetoric

Aug 2022-Present

Expected May 2025

- Overall GPA: 3.93
- Minors: News and Editorial Journalism, Business Administration
- Dean's Academic Honor's List: Fall 2022, Spring 2023, Fall 2023

EXPERIENCE

Alpha Lambda Delta Honor Society, Member- Baylor University (Waco)

2023-present

- Membership attained by grade point average of 3.5 or higher during the first semester as a freshman while enrolled full-time

Alpha Chi Omega Sorority, Warden- Baylor University (Waco)

2023-present

- Ensure order of weekly chapter meetings
- Facilitate all ritual events
- Set up all events
- Volunteer with partner Waco Family Abuse Center

Chuy's Restaurant, Hostess

Mar 2022-Aug 2022

- Provided a friendly and welcoming environment
- Maintained excellent communication and customer service
- Resolved customer and employee conflicts
- Answered phone calls
- Managed reservations and waitlists of up to 50 people
- Ensured cleanliness and organization of several areas of restaurant
- Coordinated parties and other events

Lifetime Fitness Café, Employee

May 2022-Aug 2023

- Maintained records of inventory and sales
- Mastered knowledge of the menu, including ingredients, food preparation, and nutrition information
- Handled cash and credit transactions

ADDITIONAL

- **Skills:** Proficient in editing according to AP, Chicago, and MLA styles, Microsoft Office, Adobe InDesign, Canva, and all social media platforms
- **Activities & Certifications:** Intramural Sports, Poynter ACES Certificate in Editing