
Hardworking and passionate up and coming writer, with experience in both teaching and office work.

WORK EXPERIENCE

PROOFREADER

Abbott Vascular | Temecula, CA
OCTOBER 2025 – PRESENT

Corrected grammatical, spelling, format, and typographical errors. Proofread labels and instructions for use, and flagged misspellings, errors, and unclear wordage.

ENGLISH TUTOR

Abbott Vascular | Temecula, CA
APRIL 2025 – SEPTEMBER 2025

Identified students' strengths and weaknesses and created personalized instruction plans. Assisted students with homework, projects, and test preparation to enhance understanding.

CREATIVE WRITING INSTRUCTING AID

University of California Riverside | Riverside, CA
NOVEMBER 2024 – MARCH 2025

Taught children from K-6 about creative writing and their encouraged creative storytelling abilities Helped children identify and understand key elements of storytelling.

OFFICE ASSISTANT

Julie Ngo State Farm | Temecula, CA
December 2022 – July 2023

Supported the office by creating and confirming meetings with potential and current clients. Filed paperwork. digitized files, and kept client information up to date

EDUCATION

BACHELOR OF ARTS, CREATIVE WRITING

University of California Riverside – Riverside CA
SEPTEMBER 2023 – MARCH 2025

ASSOCIATE IN ARTS, ENGLISH

Mount San Jacinto College – Temecula CA
AUGUST 2021 – MAY 2023

SKILLS

- Creative Writing
- Youth Instruction
- Scheduling
- Project Planning
- Data Filling
- Content Analysis

PUBLICATIONS

2024 Club Anthology, Contributor to '2024 Club Anthology' from the UCR Creative Writers Guild

2025 Club Anthology, Contributor to '2025 Club Anthology' from the UCR Creative Writers Guild