

# Ashley Carrier

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## Education

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### Bachelor of Liberal Arts and Sciences

GPA: 3.8 out of 4.0

English with Distinction

Minor in Interdisciplinary Studies

Summa Cum Laude

San Diego State University, San Diego, CA

### Creative Editing and Publishing Certificate

San Diego State University, San Diego, CA

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## Skills

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Written and Oral Communication

Attention to Detail

Time Management

Critical Thinking

Fact Checking

Digital Publishing

Chicago Manual, AP, APA, and MLA Style

Copyediting

Proofreading

WordPress

Microsoft Word

Microsoft Excel

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## Work Experience

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### Disney College Program Intern

September 2024 to February 2025

Walt Disney World • Lake Buena Vista, FL

- Collaborated seamlessly with the team to uphold the safety and well-being of both cast members and guests.
- Rigorously upheld all established protocols and procedures, ensuring flawless adherence to every detail and maintaining the highest standard of operational integrity.
- Seamlessly delivered critical materials with unparalleled precision and unwavering timeliness, ensuring flawless execution and optimal efficiency at every stage.
- Consistently provided outstanding and attentive guest service to ensure a smooth and memorable experience.
- Collaborated with diverse departments to ensure the highest standards of product quality were consistently achieved.

### Editorial Intern

August 2023 to December 2023

Poetry International • San Diego, CA

- Honed skills in critical analysis and editorial decision-making by collaborating with senior editors to review and provide constructive feedback on poetry submissions using Submittable.
- Developed and executed a comprehensive social media strategy for Poetry International, resulting in an increase in engagement and follower growth.
- Contributed to the growth and success of the internship program by writing poetry reviews to be published on the organization's website.
- Proofread and fact-checked content to uphold high editorial standards and eliminate errors before publication using WordPress, Microsoft Word, and Google Docs.
- Efficiently managed and coordinated editorial calendars, resulting in seamless publication schedules and the timely delivery of high-quality content.