

Ashley Carrier

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Detail-oriented and meticulous proofreader with an English degree with honors and a strong foundation in publishing standards. Skilled in refining written content to ensure clarity, consistency, and adherence to editorial guidelines. Experienced in correcting grammatical, typographical, and stylistic errors. Committed to enhancing the quality of published works while maintaining the author's voice and meeting strict deadlines in fast-paced publishing environments.

Education

Bachelor of Liberal Arts and Sciences

2020-2024

GPA: 3.8 out of 4.0

Summa Cum Laude

English with Distinction

Minor in Interdisciplinary Studies

San Diego State University, San Diego, CA

Creative Editing and Publishing Certificate

2020-2024

San Diego State University, San Diego, CA

Work Experience

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 10 poetry submissions per week using Submittable.
- Developed and executed a comprehensive social media strategy with the social media manager for Poetry International, resulting in an increase in engagement and follower growth by 10%.
- Contributed to the growth and success of the internship program by writing two poetry reviews every week to be published on the organization's website.
- Proofread and fact-checked four submissions and two reviews a week to uphold high editorial standards and eliminate errors before publication using WordPress, Microsoft Word, and Google Docs.

Disney College Program Intern

September 2024 to February 2025

Walt Disney World • Lake Buena Vista, FL

- Collaborated with cast members to uphold the safety and well-being of both cast members and guests by vigorously cleaning kitchen equipment and cycling all food products and equipment when required.
- Rigorously upheld all established safety and efficiency protocols and procedures for food preparation, maintaining the highest standard of Disney integrity.
- Seamlessly delivered food and beverage materials to other Fantasyland locations with precision and timeliness, ensuring flawless execution and optimal efficiency.
- Consistently provided outstanding and attentive guest service to ensure a smooth and memorable experience.

President of the Anime & Manga Club

August 2023 to May 2024

San Diego State University • San Diego, CA

- Led weekly club meetings with 30-50 members and organized three to four monthly events, increasing member engagement and club attendance by over 5%.
- Coordinated semesterly anime screenings in the school's theater, holiday gatherings, and cultural workshops with over 40 attendees each.
- Managed a team of 9 officers, delegating tasks effectively, and maintaining consistent communication through newsletters and social platforms such as Instagram, X, Discord, and the club's website.
- Fostered an inclusive and welcoming environment that promoted cultural appreciation, creativity, and community among members.

Secretary of the Anime & Manga Club

August 2022 to May 2023

San Diego State University • San Diego, CA

- Developed engaging written content for newsletters, social media posts, and event promotions, boosting online engagement and event turnout.
- Managed scheduling for club meetings and events, streamlining communication with campus club administration.
- Wrote and edited formal correspondence, including funding proposals and collaboration requests, contributing to successful partnerships and resource acquisition with other clubs and off-campus events.
- Maintained organized digital archives of club documents and communications on GSuite, enabling smooth officer transitions and historical reference.

Sales Associate

February 2023 to February 2024

Designer Shoe Warehouse • Mission Valley, CA

- Prioritized guest satisfaction by proactively engaging with individuals within the designated area.
- Consistently demonstrated commitment to promoting a positive brand image by meticulously upholding cleanliness and organization standards within customer-facing areas.
- Collaborated with team members to execute promotional events, sales campaigns, and seasonal displays, contributing to overall store success.
- Delivered exceptional guest experiences by providing prompt assistance, addressing inquiries, and ensuring efficient and seamless checkouts.

Sales Associate

June 2021 to June 2022

American Eagle Outfitters • Deer Park, IL

- Achieved and often surpassed personal sales goals by leveraging upselling techniques and promoting AEO loyalty programs.
- Played a key role in implementing seasonal floor sets and visual merchandising updates, ensuring alignment with brand standards.
- Trained and supported new team members on customer service best practices, sales floor operations, and Point of Sale systems.
- Assisted in inventory management, including stock replenishment and shrink prevention strategies to support operational efficiency.

Skills

Written and Verbal Communication
Detail Oriented
Time Management
Microsoft Office

Chicago Manual, AP, APA, and MLA Style
Proofreading
Digital Publishing
WordPress