

Asa Conroy

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Education

UNIVERSITY OF NORTH GEORGIA

Dahlonega, GA

Bachelor of Arts; Major in English Literature; Minor in Media Studies

2024

GPA: 3.78; Hope Scholarship Recipient 2020-2024 Dean's List 2020-2024; Presidents List 2024

Experience

Freelance Proofreader/Editor

Remote

Self-Employed

2023-Present

- Manage several projects on a weekly deadline
- Editing 3 illustrated children's books with activity pages, 5 YA novels, and 4 YA novellas
- Checking the accuracy of information provided by the authors for enrichment and education
- Keeping track of modern trends to help authors promote in ways that speak to current audiences, raising books sales by at least 20%

Editorial Writing Intern

Remote

The Zillennial Zine

2024

- Identified trending topics across social media and assessed how likely it would connect with an audience of 15 – 35. Researched popular culture, relationship advice, lifestyle ideas, beauty tips, and more.
- Composed articles weekly on pitches selected by the editor-in-chief, each over 1000 words and dynamic and engaging language.
- Reviewed each article to assure accuracy in the information provided and grammar/spelling on WordPress.

Marketing & Editorial Intern

Remote

The Write Legacy

2025

- Coordinated with the publishing team and authors to increase production by 40% with a weekly deadline
- Edit newsletter and social media content for effective communication, increased open rate to 60% open rate while supporting client needs
- Copyedit publishing materials using Adobe Acrobat according to *The Chicago Manual of Style*

Writer's Games Judge

Remote

The Writer's Workout

2024

- Writing critiques for 10-15 short stories in a variety of genres weekly from authors worldwide in Microsoft Word
- Suggested edits to winning authors' submissions. Prepared 15 short stories for publication 72 Hours of
- *Insanity* vol. 12.
- Supervise weekly meetings of a team of 10 with encouraging communication to maintain a fast and accurate working schedule.

Production Editorial Intern

Dahlonega, GA

University of North Georgia Press

2023

- Proofread, edited and evaluated 4 manuscripts to verify content aligned with *The Chicago Manual of Style*

- Prepared manuscripts and marketing materials from original draft to final copy
- Fact-checking manuscripts to ensure historical information matched the records accurately
- Participated in meetings with the publishing house and outside school offices to maintain relationships and ensure deadlines

Leadership and Activities

Sigma Tau Delta

Dahlonega, GA

Event Coordinator

August 2023 – May 2024

- Organized events by reserving rooms, sending invitations, and ordering additional supplies.
- Coordinated with President, Vice President, and Faculty Advisors to maintain and increase student engagement.

Skills & Interests

Skills: Editing, Proofreading, Microsoft Word, Chicago Manual of Style, Merriam-Webster, Organization, Time Management, and Collaboration

Interests: Reading, Creative Writing, Learning Languages, Blogging, Sustainability, and Yoga