

Lexie Woodall

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EDUCATION

Texas Christian University, Fort Worth, TX

Bachelor of Arts, Writing, Creative Writing Minor

May 2025

GPA: 3.93

WORK EXPERIENCE

The Boller Review

Head Editor

Aug 2023 – May 2025

- Facilitated meetings with staff every two weeks to discuss our goals for the upcoming week, assign tasks, and ensure that production remains on schedule by meeting various deadlines.
- Worked with staff to facilitate three rounds of copyediting in adherence to varying styles, including AP and MLA, for each of the 16 nominee's theses to be acceptable for publication.
- Designed the journal by means of choosing a cover design and formatting each document to align with the academic aesthetic and brand of the journal.

TCU Press

Student Worker

July 2023 – May 2025

- Organized company's file storage and update progress notes on manuscript production.
- Copyediting and proofreading manuscripts with adherence to the Chicago Style Manual by utilizing tools, such as track changes in Word and mark-up tools in Adobe Acrobat.
- Gave feedback on developing an appropriate design and layout for manuscripts.
- Tracked progress of received acquisitions (four to five a week) through shared spreadsheet and review manuscripts/write reader reports to determine if eligible for publication.

Creative Director

eleven40seven

- Critically evaluated 100+ art and creative writing submissions to determine if they were eligible for publication by writing detailed reviews of the content.
- Implemented a variety of design concepts to create a cohesive theme and message of promotional materials and final product.
- Utilized various Adobe programs, including InDesign, to format the layout of the journal and thoroughly conducted quality control checks for each proof before going to the printers.

AWARDS/HONORS

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|--------------------------------|---|
| • Dave Kuhne descendant Award | • Phi Beta Kappa |
| • TCU Dean's Scholarship | • Pi Epsilon Pi |
| • Betsy Colquitt Scholarship | • Dean's Honor list |
| • Spanish Faculty Choice Award | • 2025 ASRACS Outstanding Creative Writing Presentation |

SKILLS

- | | |
|--|------------------------|
| • Copyediting (manuscripts, articles, interviews) | • Time Management |
| • Proofreading | • Leadership |
| • Intermediate Knowledge of Adobe Programs | • Communication |
| • Intermediate knowledge of Microsoft Office Suite | • Intermediate Spanish |