

Carina Clayton

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PROFESSIONAL SUMMARY

Detail-oriented communicator transitioning into editorial work, with a strong foundation in content creation, editing, and strategic communication. Proven experience in cross-functional support, administrative coordination, and streamlining workflows for greater efficiency. Known for clear, concise writing, strong organizational skills, and a deep passion for literature. Brings a collaborative mindset and creative problem-solving approach to every project.

EDITORIAL & COMMUNICATION SKILLS

- Copyediting & Proofreading
 - Content Writing & Development
 - Digital Communication Tools (MS Office, Google Workspace, CMS)
 - Internal & External Communications
 - Deadline Management
 - Strategic Communications
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PROFESSIONAL EXPERIENCE

Student Employment Coordinator

Cornell University, Ithaca, NY | April 2018 – Present

- Wrote and edited internal communications and training materials for student employment offices and university partners, ensuring clarity, tone, and consistency
- Developed content and delivered presentations for New Student Orientation for clarity and engagement
- Reviewed and assessed job postings for consistency, equity, and compliance
- Streamlined document management systems, improving access to confidential employee files
- Managed cross-team communication to ensure payroll accuracy and compliance with Department of Education guidelines
- Counseled students and staff on employment procedures and resolved grievances with diplomacy

Financial Aid Services Clerk

Cornell University, Ithaca, NY | Nov 2013 – April 2018

- Provided high-level customer support and processed financial aid documentation
- Updated and certified private loans, scholarships, and student employment forms
- Created and maintained communication templates for student services

Server

Miranda Lambert's Casa Rosa, Nashville, TN | March 2023 – Present

- Delivered exceptional customer service and trained new staff
 - Managed point-of-sale transactions and product recommendations with a focus on hospitality
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RELEVANT PROJECTS

Writing Portfolio (Academic & Career Projects)

- Researched and authored analytical papers on English literature at SUNY Cortland
 - Created public speaking scripts focused on audience engagement and clarity
 - Edited campus communications, Cornell Student Employment website, and formal/informal training materials for grammar, structure, and tone
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EDUCATION

State University of New York College at Cortland

Bachelor of Arts in English, Minor in Communications | Jan 2014 – May 2016

- Focus: Public Relations
- National Honor Society of Leadership and Success

Tompkins Cortland Community College

Associate of Science, Criminal Justice | Jan 2018 – May 2019

Onondaga Community College

Associate of Arts, Humanities | Aug 2011 – Aug 2013

- Phi Theta Kappa Honor Society
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CERTIFICATIONS

- Editor in Book Publishing, Elvtr
 - Emotional Intelligence, Cornell University
 - Supervisor Development Program, Cornell University
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TECHNICAL PROFICIENCIES

Microsoft Office Suite • Google Workspace • Workday • Zoom

ADDITIONAL EXPERIENCE

Leadership & Community Engagement - Director, Interact Community Service Club |
Varsity Captain, Volleyball & Softball | Coach's Award Recipient