

Matthew S. Mungai

Writer/Editor

As a respectful and self-motivated individual I have a passion for the written word. My experiences come from writing and editing content for TAVAS, the Colorado Encyclopedia, and a multitude of collegiate courses. During my time as a student, I received both a bachelor's degree in English literature and an associate degree in business management. Now, I am eagerly awaiting the chance to bring my youthful creativity and joy for grammar into any opportunity that presents itself.

✉ Matthew.Mungai@Colorado.edu 📞 (630) 248-7779 📍 Chicago, IL 60611 🌐 matthew-s-mungai.journoportfolio.com

SKILLS

Written: grammar, clarity, editing, proofreading, research, analysis, persuasiveness, attention to detail, ability to work quick

Communication: vocal when need to be, good listener, public speaking, articulate in speech, teamwork, empathetic

Mental: self-motivated, time-management, open-minded, continuous learner, respectful, diligent, organized

Software: Microsoft Office, Adobe Creative Suite; Moderate in: Oxygen Editor, RStudio, XML

EDUCATION

B.A English

University of Colorado at Boulder

08/2017 – 05/2019

GPA: 3.4/4.0

- Selected Coursework:
Creative Writing, English Composition,
Literary Analysis, Grammar Basics,
Writing for the Media, etc.

A.A Business Management

College of DuPage

08/2015 – 05/2017

GPA: 3.3/4.0

- Selected Coursework:
Macro/Microeconomics, Statistics,
Business Ethics, Business Law,
Logistics, Accounting, etc.

REFERENCES

Aldrich Amador

“Valuation Manager”

Contact: Aldrich.Amador@TavasLLC.com

Elizabeth Fullington

“Valuation Department Manager”

Contact: Elizabeth.Fullington@TavasLLC.com

William Wei - Colorado Encyclopedia

“Editor-in-Chief”

Contact: william.wei@colorado.edu – (303) 492-7655

WORK EXPERIENCE

Editor

TAVAS, LLC

03/2020 – Present

Buffalo Grove, IL

- In charge of allocating the daily tasks and assignments within the valuation department to the rest of the editor group.
- Perform the final edit on valuation reports that total 100 pages or more; looking for errors such as grammar, inconsistencies, punctuation, spelling, etc.
- Write the executive summaries and industry assessments for the companies that span a wide range of industries.
- Speak directly with the owners of the businesses to confirm and retrieve all the information necessary for our department to complete the totality of the valuation.

Content Writer

Colorado Encyclopedia

05/2019 – 08/2019

Boulder, CO

- Wrote and edited seven one-thousand-word articles on various topics regarding Colorado's history for publication.
- Daily tasks included hours of research and cross-examination of facts to ensure the legitimacy of sources.
- Spoke directly with the publisher to brainstorm new article topics and ways to improve the encyclopedia's diversity.

Editorial Intern

Colorado Encyclopedia

01/2019 – 05/2019

Boulder, CO

- Revised dozens of articles for 10th, 8th and 4th grade reading proficiencies for schools and teachers to use.
- Assisted the editor-in-chief by proofreading, writing and editing content before its deliverance to the publisher.
- Researched and contacted columnists that could add work to specific categories within the encyclopedia.

PUBLICATIONS (7)

Colorado Encyclopedia

- Seven one-thousand-word articles/profiles published to the online encyclopedia.
- Topics include famous athletes and women's suffragists from Colorado's rich history.
- Images within the articles are following a second publication step and are forthcoming.