

Annelise Pinjuv

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OBJECTIVE

Dedicated and enthusiastic soon-to-be college graduate working towards a Professional/Technical Writing degree at Missouri State University. Aiming to use skills in writing, editing, publishing, document design, and communications in a nonprofit and/or editorial position.

EDUCATION

Bachelor of Science in Professional Writing, Creative Writing Minor

Missouri State University
Expected to graduate in December 2021

GPA of 3.84 / 4.00

- Workplace Writing Certificate
- Advocacy Writing Certificate

EXTRACURRICULARS

- American Association of University Women
- Sunrise Springfield Member

RELEVANT EXPERIENCE

Racial Equity Analyst Intern

United Planning Organization
June 2021 - August 2021

Received a Fellowship to perform an internship working for a fast-paced, Washington DC nonprofit. Conducted extensive research in the DC housing sector to present findings and an outside perspective to managers and CEO.

Writing Consultant

Missouri State University Writing Center
August 2020 - present

Assist the Missouri State community (students, faculty, professors) in their writing endeavors. Give crucial feedback on organization, content, word choice, grammar, and more with regard to the highest order of concern.

Nonfiction Assistant Editor

Moon City Press
January 2019- present

Read and review nonfiction submissions to be published in the *Moon City Review*, a Springfield, Missouri literary journal. Discuss with fellow editors regarding which pieces should be published.

SKILLS

- Writing, editing, researching, publishing, and communications
- Leadership, time management, organization, and collaboration
- Social media, Google Suite, and Microsoft Office
- Multi-tasking from working throughout high school and college
- Worked on high school and college newspapers as a writer and copyeditor