

RELEVANT EXPERIENCE

Ice Cube Press Special Projects Assistant/Intern	2020 – Present PT/Remote
<ul style="list-style-type: none">• Edit assigned manuscripts according to publisher specification in preparation for publication• Research podcast and blog sites to determine quality and consistency of use• Write copy used to develop relationships with potential promotional sources	
The University of Iowa, Publishing Practicum Editor, 4 th Annual Iowa Chapbook Prize	Spring 2020 Iowa City, IA
<ul style="list-style-type: none">• Read through submissions and worked with editorial board to select prize finalists• Communicated with author to make final edits, design, and publish Chapbook• Assisted with planning and promotion to release completed Chapbooks	
The University of Iowa, Fools Magazine (Student Publication) Freelance Writer	2019 to 2020 Iowa City, IA
<ul style="list-style-type: none">• Pitched article ideas geared toward collegiate audience• Performed necessary research and interviews; wrote articles for print and web publication	
The Iowa Review Editorial Assistant	2018 to 2020 Iowa City, IA
<ul style="list-style-type: none">• Read through assigned submissions• Recommended selected pieces for further consideration	
The University of Iowa, Publishing 2 Class Project Managing Editor, <i>Passed Notes</i> (Anthology of High School Writing)	Spring 2019 Iowa City, IA
<ul style="list-style-type: none">• Worked with team to select submissions and organize divisions within the anthology• Wrote needed copy and guidelines for promotion of the next project	
The University of Iowa, Publishing 1 Class Project Managing Editor, <i>Witness Mag</i> (Literary Magazine)	Fall 2018 Iowa City, IA
<ul style="list-style-type: none">• Worked with editorial groups to assist in decision making and ensure deadlines were met• Helped Editor's-in-Chief plan promotions and release; edited and finalized copy for printing	

EDUCATION:

Graduate Certificate – Publishing The University of Denver, Denver Publishing Institute	August 2020 Remote
Bachelor of Arts Degree – English & Creative Writing, Publishing (with honors) University of Iowa	May 2020 Iowa City, IA
<ul style="list-style-type: none">• Dean's List, Sigma Tau Delta-ATI	
Associate of Arts Degree – English Black Hawk College	May 2017 Moline, IL
<ul style="list-style-type: none">• Dean's List, Phi Theta Kappa	

ADDITIONAL EXPERIENCE

Safer Foundation 2017 to 2018
Administrative Assistant Davenport, IA

- Prepared meeting minutes; Updated Facebook page
- Designed fundraising and promotional brochures; Created SOP manual for position

Klauer Heating & Air Conditioning 2016 to 2017
Administrative Assistant Moline, IL

- Developed interactive procedures manual; wrote advertising copy for radio spot
- Created and maintained database; processed rebate and warranty information

Black Hawk College 2015 to 2016
Career Assistant Moline, IL

- Assisted clients with identifying skills and building resumes for job search
- Offered guidance for online job search and helped complete online applications
- Designed flyers and posters as needed to promote events

Marketing Assistant 2014 to 2015

- Proofread WordPress website content to edit for Search Engine Optimization (SEO)
- Wrote commercials for radio spots and content for brochures
- Tracked college social media rankings; completed spreadsheets and graphs for reports

AlWood Junior Senior High School 2010 to 2014
Teacher's Aid Woodhull, IL

- Provided assistance to students in classroom setting and during study time
- Modified assignments as needed according to special needs of each student

Black Hawk College (Student Newspaper) Fall 2014 to Fall 2015
Journalist/Editor-in-Chief, *The Chieftain* Moline, IL

- Researched and wrote proposed articles
 - Assigned articles and ensured writers met deadlines
 - Edited articles and performed layout and design of each monthly issue
 - Designed and maintained website and social media for the paper
- Received 3rd place for a Staff Editorial in *The Chieftain* (Black Hawk College) from the Illinois Community College Journalism Association in April 2014

Women's Edition Magazine 2009 to 2015
Freelance Writer Bettendorf, IA

- Interviewed business owners and clients; Researched company information
- Wrote 900 to 1200-word articles geared toward reader base

The Old Schoolhouse Magazine/Publishing
• Contributing Author for a book published in 2009 called *Turning Points*.

ACCOMPLISHMENTS:

Sigma Tau Delta: Critical Paper accepted for presentation at March 2020 convention

The English Society: Received 1st place for the Fall 2019 writing competition