

## RELEVANT EXPERIENCE

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

## EDUCATION:

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

## 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 3<sup>rd</sup> 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 1<sup>st</sup> place for the Fall 2019 writing competition