

## Your Name

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### EDUCATION

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#### **Southeastern Louisiana University (SLU), Hammond, LA**

**Master of Arts in English**, Concentration in Professional Writing

May 2022

**Bachelor of Arts in English**, Concentration in Literature and Language

May 2020

### RELEVANT EXPERIENCE

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#### **Wink Design and Events**, New Orleans, LA

May 2021 - Present

##### *Event Planning Assistant*

- Collaborated with supervisor to plan 40+ events, including budgeting, coordinating with vendors, and communicating with customers
- Optimized facility space by drafting event map with appropriate space for vendors and guest's safety and comfort
- Established system to track all vendors registration and fee payment, regularly updating vendors about upcoming deadlines and registration status
- Created new website with colleagues, specializing in clearly articulating written mission and theme of organization

#### **The Lion's Roar Newspaper**, SLU, Hammond, LA

January 2020 - May 2021

##### *Staff Writer/Proofreader*

- Investigated 5+ stories each week and utilized information to complete 2 stories per week for publication
- Conducted fact checks regarding up to 15 stories per week, meeting all deadlines effectively
- Coordinated with managing editors to establish monthly newspaper's theme, mission, and design
- Created marketing strategy for all social media platforms, including Instagram, Twitter, and Facebook, increasing online readership by over 15% in one year

#### **New Orleans Recreation Development**, New Orleans, LA

November 2019 - May 2020

##### *Design Intern*

- Designed and updated brochure and pamphlet information for 6 parks
- Organized, edited, and designed layout and content for print and website with attention to brand styles
- Supervised design and editing team to publish weekly activity guide, fostering teamwork and creativity

### LEADERSHIP EXPERIENCE

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#### **Strong River Camp and Farm**, Pinola, MS

May - August 2018, 2019

##### *Head Counselor and Supervisor*

- Established and implemented schedules, programs, and job positions for over 150 campers and 15 counselors
- Developed and delivered lessons and activities for 30 children, ages 10-12, that focused on teaching responsibility
- Evaluated camp experience through surveys and conversations to make recommendations to camp administrators
- Coordinated end-of-summer awards ceremony for over 100 teenagers and parents

### RESEARCH & PRESENTATION EXPERIENCE

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#### **Southern Region Literary Conference**, Atlanta, GA

June 2019

##### *Presenter*

- Presented to 100+ conference participants about the findings of a research study on folklore trends in the Southeast
- Conducted 3 roundtable sessions with 40+ conference participants to answer questions about the study

### HONORS & AWARDS

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#### **Creative Writing English Award**

April 2020

- Earned first place in an Advanced Poetry class of 35 for a Poetry Chapbook

#### **Outstanding Student Award**

December 2019

- Awarded for exceptional work, effort, and communication by English Literature professor in a class of 105