

# Amelia Q. Student

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## Objective

To secure an editorial assistant position with Andover Publishing as an opportunity to use my skills in writing, editing, and communications and to begin my career in publishing.

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## Education

University of Washington – Seattle, Washington  
BA in English, anticipated June 2012

- Significant coursework in writing, literary analysis, communications, theory, rhetoric, and research
  - Dean's List 2011-12
  - Studied abroad in Rome, Summer 2011
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## Experience

**Albright Public Relations**                      April 2012-Present                      Seattle, WA  
Public Relations Intern

- Draft press releases and proposals
- Develop web content and worked with social media

**Frye Art Museum**                                  January 2012-March 2012                      Seattle, WA  
Student Programs Intern

- Assisted in creating programs targeted at K-12 students to generate interest in the arts
- Researched arts programs at public and private schools and developed materials for teachers
- Conducted guided tours of the museum and managed special events for youth

**Bricolage**    September 2011-present                      Seattle, WA  
**UW's campus literary magazine**  
Fiction editorial group member

- Worked as part of an editing team to determine the content of the journal
  - Managed a database of submissions, communicated with contributing writers
  - Assisted with press and marketing
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## Volunteer Activities

March of Dimes walkathon, 2010; UW Martin Luther King Day of Service, 2010 & 2011, Seattle Parks & Recreation Stream Cleanup, 2010; volunteer tutor at Garfield High School in afterschool program, 2010-present.

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## Computing Skills

Microsoft Office suite, Adobe Illustrator, Macromedia Fireworks & Dreamweaver, web content development, some HTML, social media platforms such as Facebook, Twitter, and Tumblr.