

Professional Summary

Communication and process optimization specialist with over three years of professional writing experience, project coordination leadership, and Lean Six-Sigma training

Education

Master of Art in Written Communication

Eastern Michigan University | 2016–2018 (expected)

Bachelor of Science in Science, Technology, & Culture

Georgia Institute of Technology | 2009–2013

Experience

First-Year Writing Instructor—WRTG 120 & WRTG 121

Eastern Michigan University | Aug. 2016 – Present

- Instruct students on writing and rhetorical principles
- Develop lesson plans, workshops, and course assignments
- Support students in their educational growth

Writing Center Consultant

Eastern Michigan University | Aug. 2016 – Present

- Advise and consult with students on their written assignments
- Provide specialized feedback on business and scientific writing assignments including laboratory reports, resumes, cover letters, personal statements, accounting protocols, and scientific posters

Social Media & Marketing Intern

Ann Arbor Symphony Orchestra | Jan. 2016 – May 2016

- Designed promotional symphony fliers and website updates
- Developed marketing booklets for 6,000 individuals
- Collaborated with VP of Marketing and the VP of Youth Educational Outreach to create materials for symphony branding consistency

Process Optimization Analyst

Hudson Insurance Group | Nov. 2013 – Nov. 2014

- Composed strategic Standard Operating Procedures
- Launched training plans for new underwriters technologies
- Met all team deadlines in a rapidly changing business environment
- Designed PowerPoint presentations for the key stakeholders

Skills

- Microsoft Office Suite
- Adobe Photoshop
- HTML
- CSS