

FirstName LastName

Baltimore, MD - phone:(XXX) XXX-XXXX - email: tstudent@gmail.com - LinkedIn: (shorten link)

Education:

Bachelor of Arts, English

May 20XX

Towson University, Towson, MD

- Minor in Electronic Media & Film
- GPA: 3.5
- Dean's List (Fall 20XX - present)

Relevant Coursework

ENG 416- Editing the Literary Magazine

- Review and edit 150 poetry submissions per semester, reviewing content and selecting top pieces
- Coordinate pre-production, production, and post-production of a 75-page magazine

ENG 411- Advanced Poetry Writing

- Edit long and short-form poetry of fellow students and suggested revisions for conference submission
- Develop a portfolio and review published works by practicing poets for publication

Relevant Experience:

Fashion and Lifestyle Blogger

Sept. 20XX – Present

Website: www.totemag.com

- Write and edit 10 1000–2000-word fashion and lifestyle articles for Tote online magazine for women weekly
- Respond to 30-100 reader comments and questions daily
- Analyze reader feedback to organize an advice/FAQ column for the magazine

Work Experience:

Cashier/Member Service Assistant

June 20XX – Aug. 20XX

Safeway, Columbia, MD

- Check out 20-40 customers an hour, ensuring items are scanned and discounts are honored
- Greet customers, offering to help locate items, find latest deals, and assist with self-checkout leading to an overall 4.5 out of 5 customer satisfaction rating

Skills and Certifications:

Technical Skills: Microsoft Office, Canva, Tik-Tok, Instagram, Webley

Language Skills: Fluency in Spanish, Native French Speaker

Certifications:

Meta Social Media Marketing Professional Certificate

Exp. July 20XX

Certified Professional Technical Communicator

Exp. April 20XX