

# Skyler Thompson

Minneapolis, MN 12345 | (123) 456-7890 | skyler@example.com | [LinkedIn](#)

Writing & Editing Professional with strong recent academic and work experience. Currently completing Bachelor's Degree in English and Creative Writing from the University of Minnesota. Bilingual: Fluent in English and Spanish.

## Education

### Candidate: Bachelor of Arts (BA) – English

Creative Writing, University of Minnesota, Minneapolis | expected May 2023

Relevant coursework includes:

- Children's Fiction
- Fiction Workshopping
- Poetry & Drama
- Prose & Nonfiction
- Short Story Writing

## Key Skills

- Customer Service & Relations
- Independent Research & Fact-Checking
- Microsoft Office Suite (Word, Outlook, PowerPoint)
- Office Administration
- Team Collaboration
- Writing, Editing & Proofreading

## Languages

Fluency in Spanish | Proficiency in Italian

## Work Experience

### Receptionist

Regional Floral Magazine, Minneapolis, MN | December 2020 to August 2022

- Managed magazine's main email account, responding to feedback and providing subscription information as needed
- Answered and forwarded calls to the appropriate department
- Maintained and updated subscription rolls
- Organized meetings and verified sources for reporters

### Pizza Delivery Driver

Little Caesars, Minneapolis, MN | June 2019 to May 2020

- Member of a high-performing 10-person team
- Praised by manager for actively collaborating with other drivers and team members to ensure utmost work efficiency and accuracy
- Showed strong organizational skills combining food deliveries based on customer location

## Honors & Activities

- Winner, University of Minnesota Campus Award for Long-Form Fiction | 2022
- Runner-up, University of Minnesota Campus Award for Excellence in Poetry | 2021
- Staff Writer, UMinn News [biweekly college newspaper] | 2021 to Present
  - Provide copy for various sections, including arts, athletics, and opinion
  - Work with photo editors to determine placement with accompanying text