

Jane Smith

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Passionate creative writer with aspirations in fiction writing and editing seeking an internship in publishing. Winner of 2020 on-campus fiction award for long-form fiction as well as 2019 runner-up for excellence in poetry. Experience serving as support staff for the campus literary magazine, Colorful Words.

Education

Bachelor of Arts in
English-Creative Writing
Ohio University Athens, OH,
August 2017 to May 2021 (anticipated)

Relevant coursework includes:

- Prose and nonfiction
- Poetry and drama
- Short story writing
- Children's fiction
- Fiction workshoping

Key Skills

- Attention to detail
- Customer service expertise
- Excellent written and verbal communication skills
- Microsoft Office experience, including Word, PowerPoint, and Outlook
- Strong knowledge of writing fundamentals

Professional Experience

Junior Writer

Small Paper Daily, Columbus, OH | May 2019 to August 2019

- Provided copy for numerous newspaper sections, including editorial, arts and leisure and business
- Proofread advertisements prior to publication and verified provided details for correctness
- Worked with photo editors to determine placement with accompanying text
- Visited local events to interview area business leaders and area residents
- Partnered with senior staff to explore the process of pitching stories and how to succeed in investigative journalism

Receptionist

Regional Floral Magazine, Lancaster, OH | December 2016 - August 2018

- Answered phones, transferred callers to the correct parties and provided relevant magazine information to callers
- Answered emails sent to the main magazine email account, including responding to feedback and providing subscription information
- Maintained subscription rolls, including adding new subscriptions and removing cancellations
- Supported reporters on an as-needed basis, including organizing meetings and verifying sources