

Jane Smith

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- Recent internship experience supporting editorial operations of a popular magazine
- Completing Bachelor's Degree in English and Creative Writing from Ohio University
- Co-curricular activities include helping write and publish the university's main campus newspaper
- Committed to continually gaining and applying new skills
- Bilingual: Fluent in English and Spanish

Education

Candidate: Bachelor of Arts (BA)

– English, Creative Writing

Ohio University, Athens, OH | expected
May 2023

Winner, Campus Award for Long-Form
Fiction (2022)

Runner-up, Campus Award for
Excellence in Poetry (2021)

Select Coursework:

- Children's Fiction
- Fiction Workshopping
- Poetry and drama
- Prose and Nonfiction
- Short Story Writing

Key Skills

- Efficiency improvement
- Fact-checking and proofreading
- Independent research
- Microsoft Office Suite (Word, Outlook, PowerPoint)
- Office administration
- Process streamlining
- Team collaboration
- Writing and editing

Internship Experience

Editorial Intern

Regional Floral Magazine, Lancaster, OH | May 2022 to August 2022

- Helped manage the 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

Co-Curricular Activity

Staff Writer

OU News | 2021 to present
[Biweekly college newspaper]

- Provide copy for various sections, including arts, athletics, and editorial
- Work with photo editors to determine placement with accompanying text

Language

- Fluency in Spanish