

# Jane Smith

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- Recent internship experience supporting editorial operations of a popular magazine
- Currently 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 & Drama
- Prose & Nonfiction
- Short Story Writing

## Key Skills

- Efficiency Improvement
- Fact-Checking & Proofreading
- Independent Research
- Microsoft Office Suite (Word, Outlook, PowerPoint)
- Office Administration
- Process Streamlining
- Team Collaboration
- Writing & Editing

## Language

Fluency in Spanish

## 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

## 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