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Steph Author

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PROFILE

Bachelor of Arts student with a major in English. Strong writing ability and customer service experience aid in the ability to make marketing and artistic decisions. Excellent communication and leadership skills as demonstrated by experience as editor of *Writer's Literary Magazine*.

EDUCATION

Bachelor of Arts, English Expected May 2020
University of Portland, Portland, OR

RELATED EXPERIENCE

Editor, Writer's Literary Magazine, University of Portland, Portland, OR 2017-2018

- Collaborated with five editors to suggest ideas for formatting.
- Organized, edited, and critiqued submissions for publication.
- Maintained contact with authors and photographers to solicit submissions and obtain biographies.

Marketing & Communications Intern, American Red Cross, Princeton, NJ Summer 2016

- Developed press releases, designed and composed material for Central NJ Chapter web page. Conducted a marketing and communications survey.
- Assisted director in tabulating and reporting results.
- Archived Red Cross historic materials.
- Created Red Cross visual display media for presentations and meetings.

ACADEMIC PROJECTS

Senior Thesis Fall 2018

- Conduct research and plan to write 25-30 page paper on Ernest Hemingway's *Across the River and Into the Trees*.
- Intend to Analyze the relationship between two characters and compare them to the writing style of Modernist literature.

Intro to Marketing Spring 2017

- Collaborated with four classmates to develop a marketing plan for a local nonprofit.
- Met with staff and conducted interviews with focus groups to learn more about organization
- Created marketing plan and made recommendations for promotional materials.
- Researched competitors and studied business strategies.

ADDITIONAL EXPERIENCE

Student Ambassador, Admissions, Portland, OR 2017-present

- Lead campus tours for prospective students and families.
- Conduct phone and email outreach to answer questions about the university.

Cashier, Nordstrom, Tigard, OR Summers 2015-2016

- Acted as first point of contact for customers by greeting customers and making recommendations.
- Rang up purchases and collected payment.
- Demonstrated ability to multi-task and resolve conflicts in an efficient manner

SKILLS

Language: Conversational French

Computer: Proficient with Microsoft Word, PowerPoint, Outlook, Excel

Social Media: Proficient with Twitter, Facebook, Instagram, Tumblr, WordPress, Google Analytics, SEO

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