

Robert Smith

Writing Associate

PERSONAL STATEMENT

Looking to enter a literary-based career, such as education or publishing. Supporting Backstraps external communications efforts, including social media, coordinating the sending of press releases, and website editing. Drafting and posting content press page for distribution to journalists. Building, maintaining, and updating media contact lists. Supporting writing efforts by staff members; Supporting coordination of event production.

WORK EXPERIENCE

Writing Associate

ABC Corporation - August 2011 - May 2014

Responsibilities:

- Worked as a peer tutor at the Willamette Writing Center.
- Aided students at graduate and undergraduate levels, as well as ELL students.
- Consulted on a variety of writing styles, including grant and study abroad applications, academic essays, and creative writing.
- Collaborated with College Colloquia professors, providing feedback on essay prompts, keeping record of student meetings, and communicating students progress or difficulties.
- Kept a weekly shift and participated in staff meetings.
- Fulfilled administrative tasks such as organizing appointments, taking phone calls, filling out paperwork, and setting up online sign-up page.
- Selected by Lafayette faculty to work closely with students and professors each semester.

Writing Associate

Delta Corporation - 2008 - 2011

Responsibilities:

- Proofread and guide students to become more effective writers Review academic papers, including editing papers of a Freshmen Seminar class Hold .
- Review and comment on writing assignments under the direction of the instructor.
- Remain available for questions from students regarding assignments.
- Work closely with the instructor to review and discuss course materials and goals.
- Helped students to transfer their ideas to their papers; facilitated communication.
- Helped interview new applicants, asked questions and assisted in mock conferences.
- Attended four rounds of conferences with my students, reviewed papers, providing insight and advice as they worked toward their final copies.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Detail-Oriented, Event Management, System Assistant, Staff Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor Of Arts In English