

EDUCATION

- **Baylor University** Waco, TX
Bachelor of Arts—Professional Writing 2013 – 2017
GPA: 3.98/4.0 (Summa Cum Laude)
Minor in French

WORK EXPERIENCE

- **Senior Stylist** *June 2019 – Present*
Stitch Fix
 - Curate clothing items uniquely tailored to the preferences of 20-40 clients daily
 - Independently set and maintain work schedule based on company needs
 - Write individually tailored notes to each client to build meaningful interpersonal relationships
- **Freelance Editor** *July 2018 – Present*
Self Employed
 - Identify editing tasks and create timelines based on the needs of various clients
 - Edit written content, both fictional and nonfictional, adapting to client’s preferred style guide
 - Communicate remotely with clients in regard to project progress and logistics
- **Editorial Intern** *January 2018 – July 2018*
Henery Press
 - Performed developmental edits, line edits, and proofreads on novels
 - Evaluated incoming author manuscripts for publication
 - Communicated with authors remotely regarding manuscript edits
- **Jr. Writer** *August 2017 – October 2017*
US Bioservices (AmerisourceBergen)
 - Wrote content for blog based on a monthly schedule
 - Collaborated with subject matter experts on written content
 - Extensively researched topics related to written content
 - Assisted with the organization and shipping of promotional materials
- **President** *May 2016 – May 2017*
Baylor Swing Dance Society
 - Created organizational goals
 - Acted as spokesperson for the organization internally and externally
 - Managed organization social media accounts in cooperation with other officers
- **Writing Intern** *May 2016 – August 2016*
Frankie Manning Foundation
 - Wrote blog posts and emails for the use of the foundation
 - Formatted emails for distribution to 600+ individuals on mailing list
 - Collaborated on documents required for fundraising

ADDITIONAL PROJECTS AND EXPERIENCE

- **Bookstagram Account:** A personal reading log and creative outlet [@messybooking](#)
- **Dance Instructor:** 8 years of experience teaching groups of 1 to 100
- **Aerial Arts Instructor:** Instructing small groups in safe and creative practice of Aerial Silks
- **Volunteer at Dallas Swing Dance Society:** Filling necessary roles such as set-up and check-in for local dances

SKILLS

- Adobe Photoshop, InDesign
- Chicago Manual of Style
- Research
- GSuite, Zoom, Slack
- Microsoft Word, PPT, and Excel
- Social Media