

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Freelance Writing & Editing Projects - Company / Location

MONTH YEAR - Present

- Job Description: Wrote and edited over 40 projects as an independent contractor and managed my own business through and after college
- Results: I have a 100% acceptance rate and a 12% revision rate; customer satisfaction is 4.5/5 stars on Fiverr and 4.8/5 stars on Freelancer
- Additional Competencies: Bookkeeping, customer communications, marketing, sales, and web design and development
- Other: Independently managed a business despite taking a full-time course schedule through college and earned an entrepreneurship award

Opinions Editor at School Newspaper - Company / Location

MONTH YEAR – MONTH YEAR

- Job Description: Edited the Opinions section of the school newspaper for two years and wrote as a contributor for two years, and managed the production and publishing of over 12 newspapers
- Results: Earned the Journalism Award from my school, collaborated on over 100 Opinions pieces, and edited over 100 columns
- Additional Competencies: Planned and executed events, collaborated with other writers, and introduced a new data management system
- Other: Filled in for News, Sports, and Advice columnists and editors and created a Journalism webinar for columnists to improve their craft

Project Experience

- Essay Writing Challenge: Planned and launched an essay-writing challenge at my university with over 300 participants and judged the competition with two other student editors
- Fundraiser for Journalists Without Borders: Organized a fundraiser for Journalists Without Borders and raised over \$20,000 from attendees
- Senior Thesis: I wrote a critique of journalistic practices for my senior thesis and received honors from the English department

Education

Bachelor of Arts in English - University of Ohio

MONTH YEAR

- GPA: 3.89
- Published a collection of short stories as a capstone project

Bachelor of Arts in Journalism - University of Ohio

May 2009

- GPA: 4.0
- Received honors for my thesis

High School Diploma- Cleveland High School

May 2009

- GPA: 3.93
- One of four nominees for the English prize in Writing

Skills

Expertise

- Organized and methodical
- Critical thinker
- Collaborative and team-oriented
- Objective and level-headed
- Dedicated

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Copywriter and Newswriter
- Earned honors for my college thesis on journalistic integrity
- Nominated for the English Prize in Writing from Cleveland High School