

FIRST LAST
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Edwardsville, IL 62025
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EDUCATION

Southern Illinois University Edwardsville (SIUE) Edwardsville, IL
Bachelor of Arts in English Expected May 2024
Minor: Rhetoric and Writing GPA 3.7

RELEVANT COURSES

Technical and Business Writing	Rhetoric, Politics, and the Law
Topics in World Literature	Principles of Linguistics
Language and Society	African American Poetry and Folklore

SKILLS

Microsoft Office Suite, Canva, Google Docs, Zoom

INTERNSHIP

Technical Writer Intern Summer 2023
Writing Matters Co. St. Louis, MO

- Created and proofread technical documentation
- Worked with a variety of internal departments to ensure accuracy of documentation
- Collaborated with external merchants to ensure seamless integration of product explanations
- Utilized planning and coordination skills to ensure timely completion of projects by deadline
- Connected with customers and remote workers via Zoom

WORK EXPERIENCE

Indoor Pool Lifeguard August 2023-present
SIUE Edwardsville, IL

- Monitor and enforce pool rules and policies to keep swimmers safe
- Work with private parties and conduct swim lessons
- Memorize emergency action plan and how to perform it if necessary

HONORS AND ACTIVITIES

Sigma Tau Delta Honor Society Inducted 2023
English Language and Literature Association Oct. 2022-present

- Meet with fellow members to discuss current and past literary greats
- Organize fundraisers to enable members to attend conferences

Garry N. Murphy Memorial Award in English 2023

Sample Resume – Please contact us for additional assistance.

SIUE Career Development Center | (618) 650-3708 | careerdevelopment@siue.edu