

MEGHAN ENGLISH

123 Main Street, City, State
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443-xxx-xxxx

EDUCATION

Stevenson University, Stevenson, Maryland, May 20xx
Bachelor of Arts in English Language and Literature
GPA: 4.0/4.0

EDITORIAL EXPERIENCE

Editorial Assistant, Taipan Publishing Group, subsidiary of Agora, Inc., Baltimore, Maryland, January 20xx – May 20xx

- Edited and wrote sales copy and HTML code for landing page specifically to gain new subscribers
- Composed editorial news articles, special reports and whitepapers using HTML in Dreamweaver and imported to Joomla CMS for posting on the Taipan Publishing Group Web site
- Created a spring survey regarding the companies editorial content, tools, and resources

Writer, Greenspring Review at Stevenson University, Stevenson, Maryland, January 20xx – May 20xx

- Collaborated with 24 fellow students to design a single magazine issue including editorial content, target audience, and overall feel and design
- Worked with student team to copyedit 50 articles for magazine editorial content
- Conducted five interviews with residents of Baltimore and Washington D.C. for content used to write two editorial articles, one comparing and contrasting neighborhoods in Baltimore and Washington D.C., and one detailing pet-friendly activities and establishments in the Baltimore area

Editorial Intern, Neighborhood Defenders, Baltimore, Maryland, September 20xx – December 20xx

- Worked with two public defense attorneys to outline educational booklets concerning the voting system, legislative system, and free and reduced-fee services for the office's few hundred clients
- Conducted online research on databases and government websites three days a week, which also involved calling and e-mailing local legislators for information, especially on the local legislative process
- Wrote copy and designed layout for educational booklets which were printed upon completion

Writer, The Villager at Stevenson University, Stevenson, Maryland, September 20xx – December 20xx

- Conducted three interviews to write three articles which were published in the campus newspaper, including a feature on the Internet issues the college faced and Tech Connection's role in solving the problem

COMPUTER SKILLS

Adobe Creative Suite (Illustrator, InDesign, Photoshop), Microsoft Office (Word, Excel, PowerPoint, Publisher), Dreamweaver (HTML), Joomla Content Management System

HONORS

Member, Sigma Tau Delta - International English Honor Society, Spring 20xx - present

Member, Sigma Alpha Pi - National Leadership Honor Society, Spring 20xx - present

ADDITIONAL WORK EXPERIENCE

Sales Associate, Pet Value, Baltimore, Maryland, March 20xx – May 20xx

- Provided customers with information concerning their pets' individual nutritional needs