

LECKSI SHUSTER

Technical Writer / Editor / Designer

12345 Internet Street

realemail@gmail.com

867 - 5309

WORK EXPERIENCE

Marketing & Publishing

SeeWriteHear

December 2022 - Present

I work for an accessibility publishing company that makes both print and digital media accessible to those with visual or auditory disabilities. My responsibilities include:

- leading our marketing department,
- creating policies & procedures documentation for our production team,
- and converting K-12 educational videos into fully accessible final products.

Manuscript Editing & Resume Design

Freelance

May 2020 - November 2022

For several years while pursuing my education and before my current employment, I did freelance design and editing commissions which included:

- writing, editing, and designing resumes,
- and developmental editing & line editing of long-form manuscripts.

EDUCATION & ACADEMIC EXPERIENCE

BA in Professional & Technical Writing w/ a focus in Creative Nonfiction, 4.0

University of Arkansas - Little Rock - Little Rock, AR

September 2019 to May 2022

Over my academic career I was on the editorial board of two separate academic fine arts magazines.

- The first magazine was The View From Here at Pulaski Technical College in Little Rock, Arkansas. There I was the editor-in-chief and started the magazine from scratch on my own. I secured funding, spoke to classes to gather volunteers for the editing team and to call for submissions, designed the website, edited pieces and performed the final proof for all submissions, and had the first edition out all within one academic school year.
- The second magazine was Quills & Pixels at the University of Arkansas - Little Rock. There I was a creative nonfiction editor and I designed the layout for the entire magazine.

SKILLS

- Adobe Creative Suite & Microsoft Suite
- Leadership & Adaptability
- Creative with the technical ability to professionally and efficiently produce high-quality final products.
- High critical thinking skills, empathetic and community driven work ethic, a passion for creating, and a desire to never stop learning.