

Daniel Nozick

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301-641-0690

Education

Virginia Polytechnic Institute & State University (Virginia Tech)

Graduation Date: May 2016

B.A. in English – Professional & Technical Writing

Editorial Skills

- AP, APA, MLA, Chicago styles
- Comprehensive editing
- Copy editing
- Fact checking
- Proofreading

Technical Skills

- Excel and online databases
- Microsoft Office Suites
- Illustrator
- InDesign
- Photoshop
- Social Media

Editorial Experience

Philologia Undergraduate Research Journal (Virginia Tech)

August 2014 – Present

Associate Editor

- Collaborate with a peer group of editors to produce high quality publications of undergraduate research in both a print journal and a digital magazine.
- Solicit, select and edit research performed by students in the College of Liberal Arts and Human Sciences for submission to the undergraduate research journal.
- Publish featured articles about undergraduate research being performed at Virginia Tech.
- Attend weekly meetings of editors to review, edit and ensure consistency in the publication.
- Coordinate with authors to revise and rewrite articles.

Office of Enrollment & Degree Management (Virginia Tech)

August 2015 – Present

Marketing & Productions Intern

- Collaborate with alumni to write articles and testimonials about the master's degree programs.
- Compose, market and distribute media related to winter and summer sessions.
- Edit a publication produced by the office to advertise the diversity of Virginia Tech's student body.
- Write advertisements and blurbs for the office's website and social media.

Writing Center (Virginia Tech)

January 2015 – August 2015

Writing Coach

- Aid students with writing and reading assignments, particularly with the revision process.
- Comprehensively edit and copy edit the thesis of a master's candidate.
- Work one-on-one with international students to further develop their written English skills.

Other Experience

Pinnacle Settlement Services, Inc. (Rockville, MD)

May 2014 – August 2015

Law Firm Intern

- Further improved technical skills with Microsoft Office products and online databases.
- Developed exceptional organizational skills as a result of assembling files for real estate settlements.

Capital Camps & Retreat Center (Waynesboro, PA)

Summer 2010 – Summer 2013

Counselor and Lifeguard

- Collaborated with over 150 domestic and international staff to plan and execute educational programs for youths.
- Practiced alternative problem solving and collaborated with social workers to ensure the happiness and safety of campers.
- Utilized teamwork skills to ensure the safety of children under my supervision, both at the pool with my lifeguarding team and in my cabin with fellow counselors.