

Halle Hartman

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Detail-oriented writer with a BA in English and a minor in Editing. Effective at writing/editing for both technical and general subjects. Seeking to produce written work for your business, whether in-office or remote. See my website for my portfolio and work samples.

SKILLS

Writing

Editing

Research

Microsoft Word, PowerPoint, Excel

Basic JavaScript

HTML, XML, Markdown

CSS, basic XSL

EDUCATION

Metropolitan Community College

Associate of Arts

Lee's Summit, MO

Spring 2021

University of Kansas-City Missouri

Bachelor of English, Technical Writing

Kansas City, MO

May 2023

EXPERIENCE

Shorelines Magazine, Metropolitan Community College

Editor

Lee's Summit, MO

January — May 2020

- Worked with a team to select, assemble, and edit submitted work
- Reported to a supervisor regularly and held meetings to discuss editorial solutions
- Communicated with submission participants, including offering literary criticism
- Edited a variety of written work from poems to essays of varying length

Archie High School

A+ Tutor

Archie, MO

2018 — 2019

- Assisted freshman through senior class students with writing assignments
- Educated students on correct grammar and punctuation during tutoring sessions
- Provided students with feedback and suggestions to improve writing skills
- Taught students the proper use of language and composition structure