

# Halle Hartman

Archie, MO | (816) 627-9672 | hallehartman@protonmail.com

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. See my website for my portfolio and work samples.

## 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

## SKILLS

Writing

Editing

Research

Microsoft Word, PowerPoint, Excel

Basic JavaScript

HTML, XML, Markdown

CSS, basic XSL

## EXPERIENCE

### **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

### **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