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 CollegeLee's Summit, MOAssociate of ArtsSpring 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
Basic HTML, XML, CSS

EXPERIENCE

Archie High School Archie, MO
A+ Tutor 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

Lee's Summit, MO

Editor

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