**Madelyn Dulle**

(513) 267 - 9398 | [maddie.dulle@gmail.com](mailto:maddie.dulle@gmail.com) | <https://maddiedulle.wixsite.com/maddiedulle>

# **EDUCATION**

Miami University—Ohio Anticipated May 2023

Bachelor of Arts in English Studies GPA 3.93/4.0

* Minors in Rhetoric/Writing, Commerce
* Relevant Coursework: EGS 420: Studies in Creative Writing, ENG 412: Print and Digital Editing

# **WORK EXPERIENCE**

**Tutoring and Learning Center**—Hamilton, Ohio August 2020–Present

**Writing Tutor, Level II Certified**

* Work with fellow students to review essays and give feedback on any errors found
* Brainstorm different ways to explain assignments so that students have a better understanding
* Collaborate with professors and tutors to maintain accurate records and ensure students are assisted

**Miami Regionals Pulse (Digital Student Newspaper)—**Hamilton, Ohio June 2022–Present

**Managing Editor**

* Research and generate content for stories so that all community and campus events are covered
* Attend and research events, conduct interviews, and write articles for my own stories
* Facilitate and organize stories with writers to ensure all deadlines for public release are met

**Miami University Press—**Oxford, Ohio September 2022–November 2022

**Novella Prize Reader**

* Offered feedback on reviewed novellas to help the contest move forward into its next stage

**In the Limelight Media—**Remote January 2022–May 2022

**Administrative Assistant Intern**

* Initiated conversations and maintained relationships with other media professionals daily to pitch Clarissa Burt’s new book to an average of 45 individuals a week
* Collaborated with other interns to ensure all projects were completed effectively and on time
* Researched promotion techniques to allow the novel to reach audiences worldwide

**Lebanon Peddlers’ Mall**—Lebanon, Ohio June 2018–January 2022 **Cashier**

* Assisted customers by ringing out items and answering questions to guarantee an enjoyable shopping experience
* Returned unwanted and misplaced items to keep the counter organized and items easy to find

# **HONORS AND AWARDS**

Member of the National Society of Leadership and Success March 2021–Present

President’s Distinguished Service Award April 2023

Senior Service Leadership Award April 2023

Miami Employee Service Leadership Award April 2021