NATALIE LANGHAM

Austin, TX | 512-870-7343 | [natalielangham@gmail.com](mailto:tduane@stedwards.edu)

**SUMMARY**

Upper-division Writing and Rhetoric major offers experience writing, editing, and designing a wide variety of technical, business, and scientific documents including formal reports with informational graphics, and technical instructions. One year of experience writing and designing graphics for university publications.

**EXPERIENCE**

**Grant Writing and Marketing Intern** | PolkaWorks, Austin, TX.

Organizes material and completes writing assignments according to a set of standards regarding organization, clarity, conciseness, style, and terminology; Edits content; Manages data; Creates marketing materials; Researches funding opportunities; Creates sponsorship packages; Applies for grants. August 2015 – Present.

**Art Associate and Staff Writer** | *B. Hooved* Humor Writing Journal, St. Edward’s University, Austin, TX.

Generates graphics for the online presence; Designes and managed production of print materials; Contributes written content regularly. August 2017 – Present.

**Graphic Design Intern** | Phlint, Austin, TX.

Used Adobe Creative Suite; Created visual content during application development for various devices. February 2012 – May 2012.

**Project Coordinator Intern** | Hawthorne Valley Farm, Ghent, NY.

Created tutorials; Managed social media presence; Wrote copy for the website; Scheduled meetings and assisted in project management. Summer 2011.

**EDUCATION**

Bachelor of Arts in Writing and Rhetoric with a concentration in professional writing.  
St Edward’s University. Austin, TX. 2018.   
**GPA: 3.55**  
 **Highlighted Coursework**Technical and Business Writing  
American GrammarRevising and Editing  
Grant Writing

**REFERENCES**

|  |  |  |
| --- | --- | --- |
| Lori Najvar | Alex Shirazi | Beth Eakman |
| Director | User Experience Designer | Professor |
| PolkaWorks | Phlint | St. Edward’s University |
| lori@polkaworks.org | alex@phlint.com | beths@stedwards.edu |