**RESUME**

**Sanjay N, Coimbature, IN**

**Master of Arts in English,**Concentration in Professional Writing

**EDUCATION**

**SouthyaSAsASD (SLU), Hammond, LA**

**Master of Arts in English,**Concentration in Professional Writing May 2022

**Bachelor of Arts in English,** Concentration in Literature and LanguageMay 2020

**RELEVANT EXPERIENCE**

**Wink Design and Events**,New Orleans, LA May 2021 - Present

*Event Planning Assistant*

* Collaborated with supervisor to plan 40+ events, including budgeting, coordinating with vendors, and communicating with customers
* Optimized facility space by drafting event map with appropriate space for vendors and guest’s safety and comfort
* Established system to track all vendors registration and fee payment, regularly updating vendors about upcoming deadlines and registration status
* Created new website with colleagues, specializing in clearly articulating written mission and theme of organization

**The Lion’s Roar Newspaper**, SLU,Hammond, LA January 2020 - May 2021

*Staff Writer/Proofreader*

* Investigated 5+ stories each week and utilized information to complete 2 stories per week for publication
* Conducted fact checks regarding up to 15 stories per week, meeting all deadlines effectively
* Coordinated with managing editors to establish monthly newspaper’s theme, mission, and design
* Created marketing strategy for all social media platforms, including Instagram, Twitter, and Facebook, increasing online readership by over 15% in one year

**New Orleans Recreation Development,** New Orleans, LA November 2019 - May 2020

*Design Intern*

* Designed and updated brochure and pamphlet information for 6 parks
* Organized, edited, and designed layout and content for print and website with attention to brand styles
* Supervised design and editing team to publish weekly activity guide, fostering teamwork and creativity

**LEADERSHIP EXPERIENCE**

**Strong River Camp and Farm**, Pinola, MS May - August 2018, 2019

*Head Counselor and Supervisor*

* Established and implemented schedules, programs, and job positions for over 150 campers and 15 counselors
* Developed and delivered lessons and activities for 30 children, ages 10-12, that focused on teaching responsibility
* Evaluated camp experience through surveys and conversations to make recommendations to camp administrators
* Coordinated end-of-summer awards ceremony for over 100 teenagers and parents

**RESEARCH & PRESENTATION EXPERIENCE**

**Southern Region Literary Conference**, Atlanta, GA June 2019

*Presenter*

* Presented to 100+ conference participants about the findings of a research study on folklore trends in the Southeast
* Conducted 3 roundtable sessions with 40+ conference participants to answer questions about the study

**HONORS & AWARDS**

**Creative Writing English Award** April 2020

* Earned first place in an Advanced Poetry class of 35 for a Poetry Chapbook

**Outstanding Student Award** December 2019

* Awarded for exceptional work, effort, and communication by English Literature professor in a class of 105