

ABBI DELEVE

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PROFESSIONAL SUMMARY

As a tutor, I help others to find their voice. As an editor, I revise, reshape, and enhance their words. As a writer, I create my own. I influence, inspire, and impress. As your employee; imagine what I could do for you.s

SKILLS

Full Stack Web Development

Editing and Publishing

Certified Writing Tutor

Intermediate Spanish

Basic Mandarin

Multiple POS Systems

Customer Service

Multitasker

Adaptive

Efficient Under Pressure

WORK HISTORY

01/2018 to Current

Bartender

Bantam Pub – Atlanta, GA

- Seven years bartending experience; extensive knowledge in service industry
- Able to provide excellent customer service in stressful, fast-paced environments

08/2017 to 04/2018

Fiction Editor

UNDERGROUND, Georgia State Literary Journal – Atlanta, GA

- Visited classrooms to speak with students about the Journal, about writing, and the importance of sending their work to any and all publications
- Participated in workshops to help students with their writing projects and encourage them to submit to Underground
- Promoted the Journal at many other school events
- Read and reviewed all fiction work submitted to Underground; when accepted pieces were agreed upon by myself and other staff members, I edited each piece as needed before it was sent to the printer

01/2018 to 04/2018

Writing Tutor

Writing Studio – Atlanta, GA

- Worked in the Studio with Undergraduates, Graduates, and PhD candidates
- Helped students with course assignments, CVs, applications, and professional letters
- Developed techniques designed to help tutees grow and improve as writers overall; as opposed to simply focusing on the assignments at hand
- Worked at the front desk of the Studio: scheduled appointments, answered phones, assisted other tutors and tutees as necessary

EDUCATION

2018

Bachelor of Arts: English - Creative Writing

Georgia State University - Atlanta, GA

Graduated Magna Cum Laude

Nominated for Eleanor M. Pratt Scholarship

PUBLISHED WORK

"Mother Country" by *Oakland Arts Review*