

Adelia A. Henderson

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Experience

Intern | U.S. Department of State | Sept. 2018 - Current

- Virtual internship, through the Virtual Student Federal Service program. Collaborate with the Department's Office of Public Engagement in launching a social media campaign, #State4States, designed to highlight the State Department programs and connections that benefit local communities throughout America.
- Use research, writing, graphic design, and social media skills to help connect diplomacy to a domestic audience.
- Helped to increase the Office's Twitter engagement by 700%. Currently planning a foreign affairs virtual summit with high schools across the nation.

Copy Editor | The Mercer Cluster | Oct. 2017 - Current

- Proofread all newspaper articles for any errors and AP Style before publication. Edit articles with quick turnaround in order to meet publication deadlines, and communicate effectively with all editors, writers and staff members.

Intern | Georgia Secretary of State | May 2018 - July 2018

- Assisted the Secretary of State's office with upkeep of records/licensing. Included general office duties, handling of sensitive information, screening applicants, and issuing licenses.

Student Worker | Mercer University Student Loan Office | May 2016 - Current

Part-time position, working collections/upkeep of current federal and institutional student loan customers. Specialties include streamlining office tasks and skip tracing.

Skills & Abilities

- Microsoft Office Suite, Google Suite
- Adobe Creative Cloud Suite
- DSLR photography and graphic design
- Python coding, HTML and CSS
- Content creation and curation
- Data entry and analysis
- AP Style proficient
- Social media management and Google analytics
- Writing, publishing, and interviewing skills
- Concentrated studies in criminal justice and law
- Detail and deadline-oriented
- Oral and written communication skills
- Editing experience: print, online, visual
- Research and fact-checking

Education

Bachelor of Arts | Aug. 2015 - May 2019 | Mercer University - Macon, Ga.

- Major: Journalism
- Minors: Criminal Justice; Law and Public Policy
- 3.812 cumulative GPA – Dean's List, President's List
- 2018-19 Georgia Press Educational Foundation Morris Scholarship Recipient