

Christina Stephens

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Career Focus	Writer/Editor responsibilities with a non-profit, magazine, or newspaper.	
Experience Summary	<ul style="list-style-type: none">• Experienced in grant writing as well as writing research papers, literary criticism, essays, short editorial pieces, and poetry.• Proficient in researching, proofreading, and editing.• Firm command of the English language both linguistically and stylistically.	
Education	B.A., English, Portland State University, Portland, OR	2012
Professional Experience	Grant Writer – West Columbia Gorge Humane Society, Washougal, WA	9/11 – 12/11
	<ul style="list-style-type: none">• Researched and evaluated potential funders.• Drafted letters of inquiry.• Prepared and assessed client budget, working closely with West Columbia Gorge Humane Society in order to best fulfill their needs.• Formulated and organized all aspects of a grant proposal including but not limited to the cover sheet, executive summary, financial statements, and narrative.• Proofread and edited grant proposals.	
	English Instructor – Government of South Korea in association with Portland State University, Jeollanamdo, South Korea	6/11 – 8/11
	<ul style="list-style-type: none">• Taught English as a foreign language to both elementary and middle school students. Duties included lesson planning, devising creative activities, and administering academic assessments.• Developed and facilitated group activities such as theatrical performances and physical education.• Aided in the development of prose skills through assisting in and editing writing assignments and journal entries.• Maintained collaborative work environment with Korean co-teachers.	
	Veterinary Assistant/Operations and Inventory Manager – Shady Oak Animal Clinic, Vero Beach, FL	1/06 - 5/07
	<ul style="list-style-type: none">• Inventory management: stock assessment, placing and receiving shipments, and organizational strategies and implementation.• Developed and maintained contacts with pharmaceutical companies.• Practiced customer service skills such as client correspondence as well as patient intake and release.	
Computer Skills	Microsoft Word • PowerPoint • IBM and Macintosh Systems	
Awards and Accolades	<ul style="list-style-type: none">• Finalist: 2012 Nina Mae Kellogg Senior Award (PSU English Dept.)• Graduated with cum laude honors (3.75 GPA)	

Writing Samples & References Available Upon Request