

Gertrude Herrera

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OBJECTIVE

Talented and versatile writer, proficient in technical communication. Successfully generated hundreds of business materials, including reports, letters, proposals, presentations, press releases, memos, reviews, and manuals.

EDUCATION

Bachelor of Science, Ellis College of NYIT

- 3.6 GPA, magna cum laude
- Double major in Professional and Technical Writing, and Behavioral Sciences
- Minor in Business

Associate in Arts, American Intercontinental U.

- 3.75 GPA, honors every semester
- Concentration in Business Administration

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PROJECTS & INTERNSHIPS

Freelance Writer

Sept. 2018 - Present

Provide a wide range of writing services to various clients, businesses, publications, and websites, including: resumes and cover letters, chapter summaries, articles, writing prompts, etc.

Afterschool Teacher

Mar. 2017 - Aug. 2018

Taught multiple courses for middle-school and high-school students that focused on developing writing and reading skills

International Customer

Jan. 2014 - Mar. 2017

Service Manager, Gamex

Trained and continually instructed employees on effective oral communication skills

Increased employee retention by 25% during my period of employment through increased transparency and more effective and streamlined communication between sales and management

SKILLS

- Direct Mail,
- Copy Writing
- Proposal Development
- Presentations
- Press Releases
- Articles
- Essays
- Research
- Sales Promotions
- Resumes

ACHIEVEMENTS

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Odio facilisis mauris sit amet massa vitae tortor condimentum.

Neque ornare aenean euismod elementum.