

# ANNA TRAN

[Trananna311@gmail.com](mailto:Trananna311@gmail.com) | [Linkedin.com/in/atngocanh](https://www.linkedin.com/in/atngocanh) | [atran24.my.canva.site](https://atran24.my.canva.site)

## EDUCATION

### Carnegie Mellon University

*Master of Arts in Professional Writing*

Dec., 2025

*Pittsburgh, PA*

### Trinity College

*Bachelor of Arts in International Studies*

May, 2023

*Hartford, CT*

*Minors: French Language; Rhetoric, Writing, and Media Studies*

## PROFESSIONAL EXPERIENCE

### Teaching Assistant, Professional Development for Mechanical Engineers

Aug. 2024–Present

*Carnegie Mellon University (CMU)*

*Pittsburgh, PA*

- Providing feedback on concise engineering writing for over 18 student assignments weekly
- Attending weekly classes and meetings in preparation for course work
- Reinforcing professional and formal communication skills in student emails and assignments
- Facilitating class make-up sessions bi-weekly

### Writing Consultant, Communication and Language Support

Sept. 2024–Present

*Carnegie Mellon University (CMU)*

*Pittsburgh, PA*

- Assisting students with editing first-year papers and graduate school application essays
- Collaborating with students to help them incorporate new writing skills in their assignments
- Attending a weekly consultant practicum to train on how to approach different genres of writing
- Writing session reports for each student that attends a writing consultation

### UX Designer

June–Aug. 2024

*WeSparkle*

*Minneapolis, MN*

- Designed wireframes and prototypes of the WeSparkle appointment site incorporated with research and user feedback
- Performed audits to identify advantages and gaps in current website and mobile view designs
- Conducted UX research based on current website design and user needs
- Edited content on appointment page to align with brand identity and user accessibility needs

### Donor Stewardship Coordinator

Apr. 2023–July 2024

*The Minnesota Urban Debate League (MNUDL)*

*Minneapolis, MN*

- Establishing and maintaining partnerships with over 10 donors to build new and current relationships with them
- Creating and sending videos through the Gratavid platform to thank donors for their support
- Overseeing and planning logistics for spring/summer special events
- Scheduling bi-weekly meetings and managing follow up reports to Executive Director
- Maintaining electronic records of donations and fundraising research

## SKILLS

Technical Skills: Microsoft Office Suites; Google Suites; Figma; Adobe Suites; Canva; Notion

Soft skills: Community outreach; editing; time management; data entry; communications; copywriting; event planning