

## EDUCATION. SKILLS.

Michigan State University  
Major in Professional Writing  
Focus in Technical Writing  
GPA 3.6

Adobe Photoshop, Github,  
HTML5, Tweetdeck,  
MicrosoftXcel, Wordpress,  
Bootstrap, Photo/Video,  
Editorial, Blogging,  
Usabiliy/Accessability, Design

## EXPERIENCE.

### EDITORIAL INTERN, MUFTAH.ORG

September 2014-Present

- Researched and wrote two 500 word articles per week on a range of topics dealing with the middle east
- Fast-paced, remote work environment
- High rate of social-media traffic on every article
- Investigated both assigned and chosen topics dealing with art, culture, and current events

### USABILITY INTERN, Usability Accessibility Resource Center MSU

September 2014-Present

- Conducted usability and accessibility research on government surveys
- Worked with two professors and the United States Army Corps of Engineers to streamline their communications
- Dealt with large documents, usability standards
- Followed specific protocols set out by the US Corps of Engineers

### TREASURER, Montie House Co-Operative

September 2014-Present

- Chief financial officer of the Montie House Corporation
- Handled bills, reconciliations, taxes, rent collection, check disbursement, budget planning, etc.
- Oversaw revenues of up to \$10,000 per month
- Worked with Accountant and IRS representatives in re-establishing non-profit corporate status

### LIFEGUARD/SWIM INSTRUCTOR

May 2013- Present

- Utilized a hands-on, comprehensive approach to teach swimming skills to an audience ranging from toddlers to faculty professors and grad students.
- Fostered working relationships with students, parents, and fellow instructors to provide a custom, quality curriculum, often continuing these relationships in the setting of private instruction.
- Provided quality customer service and safety expertise at the University pools.