

Amber Parr

<https://amberparr.wordpress.com/>

459 S. 5th W Apartment #86
Rexburg, ID 83440
(419) 610-74320
amber@burdett.us

EXPERIENCE

BYU-PathwayConnect — Curriculum Analysis Intern

January 2020 - PRESENT

- Created reports, analyses, and “Frequently Asked Questions” articles from student and instructor feedback
- Reviewed curriculum for a large and diverse group of students’ understanding
- Advised on places of curriculum improvement and helped implement changes
- Performed quality assurance checks on instructors and teaching assistants
- Helped train employees on quality assurance check practices

STEMscopes — Formatting and Publishing Contractor

February 2020 - Present

- Performed website level publishing activities
- Formatted course documents and files
- Collaborated quality control checks on course materials and documents
- Updated digitized courses to meet company expectations
- Met deadlines and provided quick turnaround on projects

BYU-Idaho Online Courses — Copyeditor and Reviewer

July 2019 - December 2019

- Utilized knowledge of various grammar style guides (APA, MLA, and Chicago)
- Conducted fact-checking for accuracy, content, and spelling
- Copyedited other’s work and left professional comments for course designer’s/writer’s review
- Copyedited a university-level textbook
- Collaborated in a team setting to explore logic, understand context, and work with cross-company team members

Destination Mansfield — Journalism and Communication Intern

July 2019 - September 2019

- Assisted with writing, proofreading and editing of business/marketing materials, press releases, and Visitor Guide
- Updated membership information on the website (platform: WordPress)
- Wrote articles for the online blog, including researching and conducting interviews
- Created press releases implementing up to four groups desired content
- Designed email blasts (platform: Constant Contact) and wrote newsletters

SKILLS

- Knowledgeable in Microsoft Office and Google Suite
- Experience with AP, APA, Chicago, and MLA Style Guides
- Proficient in creating layouts for spread designs
- Strong Communication Skills
- Detail-Oriented yet Easily adaptable to change
- Knowledgeable in the basics of Photoshop and some Adobe Creative Cloud Apps
- Fluent in Spanish
- Knowledgeable in HTML basics

Education

Brigham Young University – Idaho

Bachelor of English candidate with a minor in Spanish

Expected Graduation: April 2021
GPA 3.76

Teaching English as a Second Language Certificate

Certified: August 2020

Lexington High School

With High Honors

Graduated: June 2016
GPA 3.85

Accomplishments

Copyedited footnotes a collection of essays (to be published by Routledge Press).

Completed a developmental edit of a 273-page Young Adult Novel

Taught English classes for 18 months