MADISON HOGAN

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SUMMARY

English graduate with a focus on Creative Writing and a minor in Technical Writing, Design, and Communication. Passionate about clarity, precision, and making complex ideas accessible. Skilled in writing, editing, and document design, with experience refining content for readability and usability. Comfortable with style guides, digital publishing tools, and tight deadlines. Ready to bring strong communication and problem-solving skills to a team that values clear, effective content.

WORK EXPERIENCE

Printing Specialist, Copy Dr.   Nov 2023 - Present

- Managed office emails, quoting, and communication with clients.
- Assisted in printing projects such as manuals, photographs, and blueprints.
- Assisted clients with various needs in Adobe photoshop.

Sales Representative (Seasonal), Apple, Inc.   Aug 2024 - Dec 2024

- Assisted customers with various technical needs on Apple devices.
- Maintained confidentiality of sensitive company information.
- Supported inventory management.
- Adapted to fast-paced work environments while maintaining excellent customer service.

Internship, Icon Global Publishing   Feb 2023 - Aug 2023

- Proofread and edited manuscripts, ensuring clarity and consistency.
- Assisted in formatting and layout designs for print and digital publications.
- Collaborated with authors and editors to refine content for publication.
- Asissted in research and fact-checking to ensure content accuracy.

EDUCATION

Bachelor of Arts   Aug 2023 - May 2025
Texas Tech University

- Major in English
- Minor in Technical Writing, Design, and Communications
- Final GPA: 3.9, Magna Cum Laude

Associates of General Studies   Aug 2018 - May 2021
College of the Mainland

- Final GPA: 3.9, Summa Cum Laude

KEY SKILLS

- Office Suite software
- Technical Writing & Editing
- Organizational and Time Management Skills
- Document Design & Formatting
- Adobe Photoshop
- Customer Serivce & Support
- Attention to details
- Proofreading