

Madelyn Bugai

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Education

University of Cincinnati, Cincinnati, OH

Aug 2024–May 2026

- Master of Arts in Professional Writing

Miami University, Oxford OH

Aug 2020–May 2024

- BA, English - Creative Writing; BA Professional Writing
- Minor: Classical Studies
- Magna Cum Laude; GPA: 3.94

Professional Experience

Professional Writing Apprenticeship - Miami University (Oxford, OH)

Sep 2023–Dec 2023

- Creates print and digital communications for the major and minor
- Contacts and interviews PW alumni and students to compose profiles for the PW blog

Editor-in-Chief - The Femellektual - Miami University (Oxford, OH)

May 2023–May 2024

- Oversees six executive members and six readers
- Leads scheduling, marketing, layout, and design decisions for end of year publication
- Collaborates with outside clubs, organizations, and companies

Fiction/Poetry Editor - The Femellektual - Miami University (Oxford, OH)

Apr 2022–May 2023

- Collaborates with executive members to create zines, monthly newsletters, and plan events
- Proposes edits to contributors to refine style, message, and structure of written work prior to publication

Work Experience

Graduate Assistant - University of Cincinnati UC International (Cincinnati, OH)

Aug 2024–Present

- Manages the IPALs Instagram account by conducting semester content audits to plan monthly posts
- Creates promotional materials for social media and other online formats
- Organizes and supervises internal and external IPAL events with up to 200 participants
- Collaborates with team members to ensure organization's goals are met

Beta Reader - Upwork Talent (Remote)

July 2024–Present

- Reads and writes summary reviews for books quickly and efficiently

Seasonal Hostess - Café Touché (Chicago, IL)

May 2021–August 2022

- Answers in-person and on phone inquiries
- Cooperates with 15 staff members to ensure restaurant efficiency with 150+ guests

Camp Counselor - Discovery Day Camp (Indian Creek, IL)

June 2022–July 2022

- Manages a time-sensitive schedule with 8 campers

Projects

[Final Content Strategy Plan for The Black Menaces](#)

Dec 2022

- Mock-up content strategy plan to encourage circulation and engagement

[Document Design Project](#)

May 2024

- Collaboration with four peers to produce deliverables for a fictional client by creating a report and visual tip-sheet that synthesizes our research findings into a one-page, usable document

Skills

- *Chicago Manual of Style* (18th Edition)
- UX/UI Design and Testing
- Programming Languages: HTML, CSS, XML, Markdown
- Software: Microsoft Office, Adobe Creative Suite, Canva