
CARLY NEILSON

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EDUCATION

THE GEORGE WASHINGTON UNIVERSITY

Washington, DC

Bachelor of Arts in Journalism and Mass Communication with a double major in English and Creative Writing

May 2023

Relevant Coursework includes: advanced news writing, advanced fiction writing, creative nonfiction, principles of public relations, web design, video production, children's literature, Asian American literature, poetry writing, data journalism

KEY WEST HIGH SCHOOL

Key West, Florida

High School Diploma

August 2015 – May 2019

WORK EXPERIENCE

GWU ENGLISH DEPARTMENT

Washington, DC

Communications Intern

August 2022 – Present

- Curate social media content for the English department
- Make graphics and write captions to post across platforms advertising literary events, book recommendations, student's writing, etc.

CAPITOL LETTERS

Washington, DC

Contributor

January 2022 – Present

- Submit poetry and short fiction for publication in GW's student-run literary magazine

THE GW HATCHET

Washington, DC

Crime Log Reporter

April 2021 – December 2021

- Compiled the weekly crime log by analyzing police records and speaking with campus police officers

Staff Writer and Research Assistant

April 2020 – April 2021

- Wrote one to two articles every week for the academic news or culture sections.
- Fact checked upwards of 10 articles per week across all the paper's sections: news, culture, sports and opinions

Reporter

September 2019 – April 2020

- Pitched, reported and wrote articles for the academic news and culture beats

FOXTROT MARKET

Washington, DC

Barista and store team member

June 2022 – October 2022

- Prepared coffee, espresso and tea drinks for customers
- Assisted with additional tasks such as greeting customers, running the cashier register, stocking shelves and preparing cafe food

CASA MARINA, A WALDORF ASTORIA RESORT

Key West, FL

Restaurant Host

May 2021 – August 2021

- Greeted customers, made reservations, answered menu question, and sat customers
- Prepared to answer questions about the hotel and restaurant. Regularly communicated with a large wait staff, managers, and employees from across the hotel to accommodate guests

DOG 30 PET BOUTIQUE

Key West, FL

Cashier and Sales Associate

March 2020 – August 2020

- Solely responsible for opening and closing the store each day.
- Ran the cash register, cleaned the store and was prepared to answer questions/give recommendations about various pet products

SKILLS/ACTIVITIES

Technical: clear/concise writing, customer service, editing, web/media design, research, fact checking, AP style, Adobe Premiere Pro, Microsoft office

Interests: education, library sciences, creative writing, public relations, editing