

# Charity Burchell

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## EDUCATION

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### Brigham Young University

April 2025

Bachelor of Arts, Editing and Publishing, **GPA 3.87**, Provo, UT

#### Course Work

ELING 350/DIGHT 230/ELING 410R/ELING 430R

- Coordinated with an author to perform substantive and copyedits to her fiction book.
- Edited for clarity, concision, cohesion, and shape for non-fiction materials.
- Increased familiarity with the Adobe Suite.
- Edited, typeset, and completely designed an original children's book.
- Conducted printer research and sent information and dimensions to the printer.
- Learned about all elements of the publishing system.
- Conducted usability testing and edited for functionality of instructional documents.

## EXPERIENCE

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### BYU Continuing Education

May 2024–Present

*Editor*

Provo, UT

- Copyedited university online courses according to their respective standard style guides.
- Checked course clarity by querying course writers about unclear exam questions and course materials.
- Ensured academic honesty by running plagiarism checks and fixing improper citations.
- Improved course accessibility by editing OCRs and providing visual descriptions.
- Determined progress on projects, gave trainings, and reviewed goals in weekly meetings.

### Come Back Podcast

September 2024–Present

*Transcript Editor*

Provo, UT

- Prepared the podcast to reach global audiences by editing transcripts to aid translation.
- Maintained team organization by following specific filing systems for each project.

### Schwa Language and Linguistics Journal

Jan 2023–Apr 2023

*Editor*

Provo, UT

- Determined relevant articles were published by pitching, accepting, and rejecting articles with a team.
- Polished content by performing either substantive or copyedits on every article in the journal.
- Kept journal progress on schedule by discussing design ideas and questions in weekly meetings.
- Improved aesthetics of the journal by typesetting and formatting figures to fit the journal's style.

### Colorado Denver North Mission

Jun–Sept 2021; Oct–Nov 2022

*Social Media Leader/ Content Creator*

Denver, CO

- Ensured the production of professional posts by editing and proofreading content for eight Facebook pages.
- Kept content fresh by tracking current social media trend and implementing them into eye-catching content.
- Helped pages generate new content frequently by recruiting and directing sixteen content creators.
- Aided in sharing the gospel of Jesus Christ by training missionaries on finding people to teach through social media.

## Skills

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- Software: Microsoft Word, Adobe Acrobat
- Style Guides: Chicago Manual of Style, MLA, APA
- Friendly, personable, hardworking, and detail-oriented
- Passionately dedicated to the Gospel of Jesus Christ

