

Dawn Kara Reedy

P: +1 (937) 204-4431 | dkreedy01@gmail.com | Portfolio: <https://dkreedy01.github.io/portfolio.github.io/index.html>

Education

Miami University

Oxford, OH

Graduated Dec. 2023

Bachelor of Arts

Major in English Studies and Minor in Data Intelligence through IT

Cumulative GPA: 3.68/4.0; Cum Laude, President's List 2021–2023

Relevant Coursework: Technical Writing; Print & Digital Editing; Digital Publishing; Business Intelligence; IT Tools and Techniques; Creative Thinking; Adv. Spreadsheets and Analytics.

Work and Volunteer Experience

Miami University | *The Pulse*

Middletown, OH

Oct. 2022–Dec. 2023

Student Journalist

- Represented a student news organization while attending Miami University events on the Middletown Campus.
- Interacted with and interviewed community members and guest speakers, gathering organic information to provide accurate information to readers.
- Wrote and edited 15 articles using AP style to bring attention to the facilities and presentations at the Middletown Campus.
- Crafted proposals for story ideas to promote coverage of developments in Middletown during monthly staff meetings.
- Digitally published articles after concluding the production process using a Content Management System (CMS) called WordPress.

Miami University | The Tutoring and Learning Center

Middletown, OH

Sept. 2022–Dec. 2023

Writing Tutor

- Operated on a multidisciplinary team of 5 that offered research guidance on subjects unfamiliar to individual tutors.
- Met with and instructed over 100 students studying everything from science to the arts to discuss and develop papers for a multitude of courses.
- Drafted over 200 copies of tutor notes with instructional material for student reference during the revision process.
- Maintained continuous contact with up to 12 alternating students each week outside of tutor sessions to provide additional assistance whenever confusion occurred.
- Reported on changes in student educational growth and behavior using an internal project management system promoted by Miami University.

Miami University | *Illuminati: A Journal of the Creative Arts*

Middletown, OH

Sept. 2023–Dec. 2023

Editor-in-Chief

- Led a team of 10 student editors as head editor through the publishing process for an annual journal publication.
- Designed a creative arts competition from scratch to help train incoming editors for the expected workload from the Spring publication schedule.
- Planned marketing events intended to draw attention to the annual publication to secure a higher rate of student submissions.
- Continued regulating archiving principles to ensure the long-term usability of content owned by the organization.
- Headed staff meetings and executed executive decision-making to ensure deadlines were met and work was evenly distributed.

Editorial and Administrative Assistant

Middletown, OH

Sept. 2022–May 2023

- Operated alongside a team of 10 as an editorial assistant for a student creative arts journal.
- Edited and formatted 5 student submissions using the Chicago Manual of Style and in-house style guidelines.
- Established contact with assigned student authors throughout the project to ensure original intentions for content were maintained during the editing and formatting process.
- Regulated archive materials, designing a renewed organization system that ordered content by year and publication to provide future editors with a clean filing system.
- Scheduled, documented, and recorded notes for staff meetings during which the production process and changes to the publication were addressed.

Skills and Achievements

Hard Skills: Proficient in Technical Writing and Editing, Wiki Development, Proofreading, Desktop and Print Publishing, Content Management Systems (CMS), Social Media Development, and Programming Languages (HTML, Markdown, and CSS).

Soft Skills: Proficient in Teamwork, Creative Strategy, Innovation, Communication, Organization, and Dexterity.

Applications: Proficient with GitHub, WordPress, Adobe, Microsoft, and Google Software; familiar with MySQL and Tableau.

Awards: Recipient of the Malcolm M. Sedam English Scholarship and Writing Award two years in a row (2021–2022).