

EMILY M. BEVACQUA

 (845) 235 – 2683  e.bevacqua5@gmail.com  she/her/hers  83 Heritage Lane
LaGrangeville, NY 12540

EDUCATION

University of Massachusetts Amherst – Amherst, Massachusetts | Commonwealth Honors College | GPA: 3.9/4.0 | May 2021

Bachelor of Arts, Major: English, Minor: Informational Technology

Certificate in Professional Writing and Technical Communication

Letter of Specialization in Study and Practice of Writing

Independently Contracted Senior Portfolio | Commonwealth Honors College | Remote | 2020 - Present

- Hire writer and edit four short stories to put in collection for printing
- Design cover and collection layout using Adobe Illustrator and InDesign
- Write essay reflecting and detailing editing and publishing process and complete oral defense for Honors Committee

SKILLS

HTML, CSS, Python, Adobe Illustrator, Adobe InDesign, Microsoft Office, Madcap Flare

INTERSHIPS

Editorial Intern | BLENDtw | Remote | 2020

- Pitched two well-researched articles per week to reach engaged audience of 18–24-year-olds
- Wrote and edited 13 approved articles for online publication
- Incorporated SEO best practices, including rich keywords, to increase public engagement

Intern | Springfield Museums | Springfield, MA | 2020

- Spearheaded Science Museum's focus on literacy activities for children by pitching and organizing first author event of year
- Created database of literacy activities and local authors for ongoing literacy program efforts and events
- Built relationships with local nonprofits through workshops on improving literacy in children
- Engaged with 20-50 visiting children daily at Art Discovery Center through demonstrating crafts

RELATED EXPERIENCES

Editor In Chief | Jaberwocky | University of Massachusetts Amherst | 2020 - Present

- Lead and oversee 25 dedicated members in publishing annual 70-90-page undergraduate literary journal
- Run weekly staff meetings and evaluate all submissions in fiction, nonfiction, poetry, and media alongside staff
- Market journal to faculty and student body to increase submission volume and prospective readership
- Manage Design and Copyediting Teams to finalize cover, layout, and content of journal

Tutor | Writing Center | University of Massachusetts Amherst | 2018 - Present

- Analyze and discuss writing with new and recurring tutees during one-hour sessions
- Apply techniques learned in monthly meetings with directors to help tutees develop critical thinking and writing skills
- Review biannual anonymous evaluations from tutees to assess impact of sessions and improve tutoring skills

Managing Editor | Jaberwocky | University of Massachusetts Amherst | 2019 - 2020

- Catalogued, organized, and prepared submissions for review of committee members
- Provided logistical support to staff members by managing emails, schedules, and other digital platforms
- Assisted Editor in Chief with running weekly meetings, creating and promoting journal, and generating ideas