

EMILY S. ORLANDO

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EDUCATION

Michigan State University

East Lansing, MI
August 2014-present

- Major: Professional Writing with a specialization in editing and publishing
- GPA: 3.93
- Honors College
- Dean's List

WORK EXPERIENCE

Red Cedar Review

Staff member/Copy editor

East Lansing, MI
October 2015-present

- Read and evaluated prose and poem submissions
- Selected the prose and poem finalists for the 51st issue
- Edited prose and poem finalists
- Collaborated with other editors in the editing process

FunTyme Adventure Park

Assistant Manager

Grand Ledge, MI
April 2012-present

- Resolved customer complaints
- Developed and maintained customer service skills
- Made weekly schedule
- Examined/updated inventory
- Trained new employees
- Managed employees
- Brainstormed promotions and advertisements
- Created signs, posters and flyers
- Managed the Facebook accounts for FunTyme and its sweet shop, SweetTyme
- Posted photo and status updates to Facebook accounts

SKILLS

- Proficient in Microsoft Word, Excel and Powerpoint
- Utilize MLA, APA, AP and Chicago styles
- Knowledge of Adobe Creative Suite
- Edit for prose, poems and articles
- Copyedit with track changes
- Maintain and update social networking media (Facebook, Twitter, Instagram)