

Bailey Arman

SUMMARY OF QUALIFICATIONS

- Experienced editor and writer across a wide variety of fields, including public relations, literature, creative writing, scientific fields, Spanish, and administrative documents
- Goal is to transition to a medium-sized company with a strong dedication to values

EXPERIENCE

Managing Editor, Backpack (formerly CLAgency) Jun–Dec 2018, Sept 2019–May 2020

- Edit PR stories in accordance with University and College policy
- Manage six writers per semester, editing all three of their stories (18-20 stories for me total) and ensuring they meet deadlines
- Act as a liaison between writers and senior editors, and between writers and their clients
- Maintain the website and create or reorganize web content upon request
- Create biannual newsletters in Salesforce to be sent to thousands of alumni, and later compile statistics on recipient engagement with the newsletters

Managing Editor and Copy Editor, The Tower Sept 2019-May 2020

- Edit creative pieces for grammar and punctuation as well as theme and coherency
- Develop the production schedule and manage printing bids
- Delegate tasks to staff members while maintaining a positive team morale
- Send out newsletters once a week that summarize the achievements of the past week and prepare the team for upcoming tasks

Technical Writing Intern, Graco Inc. Feb–Aug 2019

- Edit and create over 115 written manuals for a variety of lubrication products
 - This required me to become an expert in a matter of days on products that I previously had no experience with
- Communicate complex scientific information to consumers using plain language
- Review and edit marketing documents and translated manuals
- Work simultaneously on new manuals, written from scratch, and on outdated manuals, bringing them up to current standards in format and writing

EDUCATION

University of Minnesota, Twin Cities May 2020

- BS in Technical Writing & Communication with a focus in biological sciences
- University Honors program, Summa Cum Laude
 - My summa cum laude thesis proposes a major revision to how the FDA requires medication to be labeled
- Dean's List, all semesters applicable, with a major GPA of 4.0 and overall GPA of 3.9

SKILLS

Digital: Word, FrameMaker, Salesforce, Hootsuite, Drupal, html, XML, DITA, python, Oxygen

Other: Spanish language, Agile workflow

ACTIVITIES

Treasurer, Women For Political Change August 2018-December 2018

- Plan, organize, and execute the annual fall fundraiser, raising roughly \$3,500, exceeding the goal of \$1,700
- Complete administrative tasks for the club, such as tracking profit, loss, and donations, and advising the Executive Board on financial decisions