

Emma Gill

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EDUCATION

University of Massachusetts Amherst

Bachelor of Arts in English, IT Minor, May 2024.

- Certificate in Professional Writing and Technical Communications.
 - Specialization in the Study and Practice of Writing.
 - Member of the Commonwealth Honors College.
 - GPA: 3.90
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SKILLS

- Microsoft Office — Word, Excel, Powerpoint
 - Adobe Suite — Acrobat Pro, InDesign, Photoshop, Illustrator, Premiere Pro, Audition
 - Technical Skills — HTML, CSS, Python (Pandas, Plotly), Wordpress
 - Social Media — Facebook, Instagram, Twitter, LinkedIn
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WRITING AND TECHNICAL EXPERIENCE

Production Intern, UMass Press, University of Massachusetts Amherst

February 2023 – Present.

- Apply edits to incoming projects via Acrobat Pro to ensure consistent grammar and style.
- Tweak InDesign files for aesthetic visual spreads.
- Collaborate with other interns and head editors to complete tasks in a timely manner.
- Catalog and organize physical books in the Press library.

Designer and Editor, Independent Practicum, University of Massachusetts Amherst

September 2022 – December 2022.

- Independently design a book of award-winning essays for physical distribution using InDesign.
- Communicate with authors of essays for permission to publish and additional materials.
- Edit essays for stylistic consistency and basic grammar errors.
- Collaborate with local printing companies to produce a physical version of the book.

Class Participant, Introduction to Professional Writing, University of Massachusetts Amherst

September 2022 – December 2022.

- Wrote a 25 page mock grant proposal on behalf of a local non-profit.
- Conducted extensive research for a feasibility study for the mock grant proposal.
- Collaborated with peers for an hour-long, researched-based group presentation on a technical subject.

Class Participant, Doing Digital, University of Massachusetts Amherst

September 2021 – December 2021.

- Designed a mock literary magazine and book spread using InDesign.
 - Created other digital projects using Illustrator, Photoshop, and HTML.
 - Developed portfolio of coursework on Wordpress.
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ADDITIONAL EXPERIENCE

Usher, Fine Arts Center, University of Massachusetts Amherst

September 2021 – Present.

- Represent the Fine Arts Center by providing efficient and friendly customer service.
- Communicate with guests to address any questions or concerns.
- Spread awareness of events at the Fine Arts Center to students and the community.

Usher, Cinemaworld, Lincoln, RI.

June 2021 – Present.

- Represent theater by providing efficient and friendly customer service.
- Assist guests with concerns or questions in person and over the phone.
- Work together with other ushers to quickly and effectively clean theaters.