

# Lee F. Endale

Alexandria, VA | [leah.endale@gmail.com](mailto:leah.endale@gmail.com) | +1 (571) 645 - 8269

## Education

### **Virginia Polytechnic Institute and State University**

2021-Present

Bachelor's in Professional & Technical Writing

## Experience

### **Writing Center Tutor**

Thomas A. Edison High School

Aug 2020 - June 2021

Alexandria, VA

- Work one-on-one with students to help them improve their writing skills.
- Provide constructive feedback on student writing, focusing on areas such as organization, clarity, and grammar.
- Help students develop effective writing strategies, including brainstorming, outlining, drafting, and revising.
- Assist students with research and citation, as needed.
- Collaborate with other tutors and staff to develop and implement writing workshops and other events.
- Maintain accurate records of tutoring sessions and student progress.
- Stay up-to-date with best practices in writing pedagogy and incorporate them into tutoring practice.
- Participate in ongoing training and professional development opportunities.

### **Dining Services Associate**

Virginia Polytechnic Institute and State University

Feb 2023 - Present

Blacksburg, VA

- Prepare and serve food to students, faculty, and staff in a busy college dining hall, ensuring quality and freshness of food at all times.
- Maintain a clean and organized dining area, including wiping tables, sweeping floors, and cleaning food stations.
- Operate cash registers and handle monetary transactions, including handling cash, credit card and meal plan transactions.
- Inventory management, organizing and stocking convenience store food items.

## Skills & Interests

**Editing Software:** Microsoft Office, VS Code, Audacity, Adobe Photoshop, Adobe Premiere Pro

**Skills:** Social Media Management, Frontend Development, Video & Audio Editing, Copywriting

**Languages:** English (Native), Amharic (Proficient)

**Interests:** Creative Writing, Podcast Producing, Website Coding, Graphic Design