

# Hallee Hinds

1634 S Marion Avenue, Apt. A-207, Springfield, 65807

636.696.3522

hmh522@live.missouristate.edu



## Education

Missouri State University

Anticipated: May 2020

GPA: 3.47/4.00

Majors: Professional Writing and Special  
Education

Fort Zumwalt South High School

Graduated: May 2016

GPA: 3.52/4.00

## Experience and Volunteer Work

Target

Position: Cashier

May 2017 to Present

Champagne Book Group

Position: Editorial Assistant

January 2017 to Present

LOGOS

Position: Peer Reviewer

January 2017 to Present

## Skills

**Working within a Team:** Experience working with executive boards to collaborate on projects

**Administrative Responsibilities:** Experience with general budgeting skills and leading group meetings

**Communication Skills:** Experience with problem solving and general leadership responsibilities

**Software Proficiency:** Experience working with Microsoft programs, RoboHelp, Canva, Photoshop, InDesign, and Google Drive

**General Technical Writing and Editing Knowledge:** Experience writing, editing, and reviewing technical documents

## Involvement

Phi Eta Sigma Honors Fraternity: Spring 2017 to Present

Missouri State University Honors College: Fall 2016 to Present

Freudenberger House Hall Council,  
Programming Chair: Fall 2016 to Spring 2017

Student Council for Exceptional Children,  
Treasurer: Fall 2016 to Spring 2017

## Honors and Awards

Board of Governors Scholarship Recipient:  
Fall 2016 to Present

Silver Bells Award: Fall 2016

Missouri State University Dean's List: Fall 2016 to Present

References available upon request