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This portfolio serves to establish my credibility in the Professional Writing and Special Education fields. It houses information about my experience, references, writing samples, resumes, and organizations.

About Me

My name is Hallee, and I am a junior at Missouri State University in Springfield, Missouri. I am a double major in Professional Writing and Special Education. My anticipated graduation is Spring 2020. With my degrees, I plan to teach high school Special Education and edit books and novels in my free time for a publishing house.

Writing Samples

Writing is important not only in the Professional Writing field, but also in the Special Education field. Special Education teachers are required to write lesson plans, IEPs, and evaluations. They also have to collect and display data and do research on certain topics. This section includes writing samples from each of my majors.

Experience

I have professional experience in both the Professional Writing and Special Education fields. I currently work for Community Living, Inc. and Champagne Book Group. The former is a company that serves individuals with disabilities. I work mainly with teenagers at camp during school breaks. We play games, go on field trips, and sometimes, watch movies. At Champagne Book Group, I am the Editorial Assistant and an editor. It is a small fiction publishing house, and from it, I have gained valuable experience in the field of writing.

Organizations

I am involved in several on-campus student organizations at Missouri State. Phi Eta Sigma is an honors fraternity that gives me the opportunity to be more present in the community. The organization participates in several philanthropy activities throughout the year, as well as several events on campus to help bring students together. I joined Phi Eta Sigma in January 2017.

One organization that enables me to work in the Special Education field is Student Council for Exceptional Children (SCEC). I am the Recruitment and Publicity Chair for this organization, which means I focus on helping to recruit new members and working to make our organization known. SCEC works with individuals, specifically students, in the community that have disabilities.

I am involved in Missouri State’s undergraduate journal, *LOGOS.* This is a journal that Missouri State’s Honors College produces every year. I am a peer reviewer for *LOGOS*, which means that I work with a group of students to review the work that is submitted for publication. This gives me experience in the Professional Writing field based on the teamwork we use to decide whether a document is ready to move to the next step in the editing process.

Resumes

Because I have two majors, I have a different resume for each field. There is certain information that is relevant to one field, and not relevant to the other. This is important, because it also keeps me from having one resume with an overflowing amount of information that isn’t all relevant to the job I might be applying for.

References

My reference list contains professionals from both the Professional Writing and Special Education industry. Below, you will find the names, email addresses, and phone numbers for each reference.

Beth Twedell

Susan Simmons

Jon Johnson

Tracy Dalton

Cassie Knight

Amanda Bramley