

ELIZABETH OH

OHELIZABETHOH@GMAIL.COM | (619)709-4401 | [ITS-OHEM.GITHUB.IO/ELIZABETH-OH/](https://github.com/ITS-OHEM/ELIZABETH-OH/)

EDUCATION

Bachelor of Arts, English: Rhetoric & Professional Writing

April 2024

Bachelor of Arts, English: Creative Writing

Environmental Studies Minor

Copyediting & Publishing Certificate

University of Cincinnati, Cincinnati, OH

- 3.95 GPA

- Dean's List Award

Master of Arts, Professional Writing

Expected: April 2026

University of Cincinnati, Cincinnati, OH

SCHOLARSHIPS & AWARDS

Short Vine Literary Journal

Fall 2020, Spring 2022

- Published short story "Permafrost" in Fall 2020 issue
- Published short story "The Dark Side of the Sun" in Spring 2022 issue
- Published poem "February 15th" in Spring 2022 issue

Hilda Smith Prize

Spring 2022

- Best Essay in Women's History in University of Cincinnati History Department Awards Contest

Best Screenplay Prize

Fall 2021

- Best 10-page screenplay in University of Cincinnati English Department's 2021 Writing Contest

WORK EXPERIENCE

Graduate Assistant at Office of Nationally Competitive Awards

June 2024 - Present

University of Cincinnati, Cincinnati, OH

- Designing and dispersing promotional materials about scholarships to thousands of students
- Delivering presentations to educate students on scholarships across all colleges
- Proofreading student application materials and providing high-order feedback on scholarship essays
- Coordinating with supervisors and faculty to schedule info sessions, workshops, and social events
- Maintaining and organizing database about students, scholarships, and internal documentation

Grant Writer

February 2024 - June 2024

Cincinnati Recycling & Reuse Hub, Cincinnati, OH

- Researched effective grant application strategies and adapted literature from previous CRRH grants to create a comprehensive boilerplate document for common grant application questions
- Synthesized CRRH voice and branding with professional language to appeal to an audience of specialized patrons, funders, and foundations
- Adapted technical and statistical information from CRRH operations into engaging language
- Met regularly with the Executive Director and teammates to schedule work and review deliverables

Academic Writing Center Coordinator

January 2022 - April 2024

University of Cincinnati, Cincinnati, OH

- Managed writing tutors and leading Coordinator Meetings at the Academic Writing Center
- Provided one-on-one instruction with students to revise written essays, assignments, discussions, presentations, cover letters, and applications
- Lead conversations to address all student concerns, including grading, rubrics, conciseness, grammar, spelling, and clarity
- Created and edited internal documentation to instruct tutors on how to interact with AI-generated work

Technical Editing Intern

May 2023 - August 2023

ServiceNow, San Diego, CA

- Managed alt-text revision for over 900 graphics in the ServiceNow Vancouver release
- Collaborated with training, editing, accessibility, and localization teams within ServiceNow's Experience Organization department
- Attended weekly editing meetings and one-on-one meetings with manager and editing mentors
- Shadowed senior editors and learned editing strategies in the tech industry
- Operated within DITA XML, OxygenXML, and GitHub to edit technical documents in digital repositories
- Participated in workplace culture and attended team building socials at ServiceNow's San Diego office