

ELIZABETH OH

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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	
<ul style="list-style-type: none">3.95 GPADean'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
<ul style="list-style-type: none">Published short story "Permafrost" in Fall 2020 issuePublished short story "The Dark Side of the Sun" in Spring 2022 issuePublished poem "February 15th" in Spring 2022 issue	
Hilda Smith Prize	Spring 2022
<ul style="list-style-type: none">Best Essay in Women's History in University of Cincinnati History Department Awards Contest	
Best Screenplay Prize	Fall 2021
<ul style="list-style-type: none">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	
<ul style="list-style-type: none">Designing and dispersing promotional materials about scholarships to thousands of studentsDelivering presentations to educate students on scholarships across all collegesProofreading student application materials and providing high-order feedback on scholarship essaysCoordinating with supervisors and faculty to schedule info sessions, workshops, and social eventsMaintaining and organizing database about students, scholarships, and internal documentation	
Academic Writing Center Coordinator	January 2022 - April 2024
University of Cincinnati, Cincinnati, OH	
<ul style="list-style-type: none">Managed writing tutors and leading Coordinator Meetings at the Academic Writing CenterProvided one-on-one instruction with students to revise written essays, assignments, discussions, presentations, cover letters, and applicationsLead conversations to address all student concerns, including grading, rubrics, conciseness, grammar, spelling, and clarityCreated 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	
<ul style="list-style-type: none">Managed alt-text revision for over 900 graphics in the ServiceNow Vancouver releaseCollaborated with training, editing, accessibility, and localization teams within ServiceNow's Experience Organization departmentAttended weekly editing meetings and one-on-one meetings with manager and editing mentorsShadowed senior editors and learned editing strategies in the tech industryOperated within DITA XML, OxygenXML, and GitHub to edit technical documents in digital repositoriesParticipated in workplace culture and attended team building socials at ServiceNow's San Diego office	
English Research Assistant	May 2021 - August 2021
University of Cincinnati, Cincinnati, OH	
<ul style="list-style-type: none">Drafted a literature review of research concerning advisory boards and their relationship with English academia in universities across the countryCoordinated with lead researchers to create an outline and adjust drafts accordingly to academic formatAttended meetings with researchers to discuss data collection strategies and peer review process	