

ANNA GRAHAM
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PROFESSIONAL EXPERIENCE

Real Books Publications, New York, NY

June 2019 – Present

Online Editorial Assistant

- Uploads digital written and photographic content onto company sites and apps;
- Establishes and maintains relationships with publishers;
- Search engine optimization;
- Identifies and remediates areas of missing content;
- Online research;
- Book excerpts;
- Provides assistance to group editors with research on content for print.

University of Washington, Spokane

Sep 2016 – Oct 2017

Research Assistant, Agriculture Department

- National Science Foundation funded project;
- Daily care of experimental wheat being developed to withstand increasingly adverse, global growing conditions;
- Assisted researchers from Agricultural Plant Biology and Plant Sciences departments with planting, collection, and preservation of seed samples;
- Plant and greenhouse maintenance;
- Recorded visual and numerical plant species data.

New Orleans Public Library, LA

April 2010 – Dec 2011

Library Assistant

- Direct assistance to Senior Librarian;
- Children's arts and crafts;
- Ensured children's area was clean, welcoming, and appealing.

SKILLS

- **Technical:** MS Word, Excel, Outlook, PowerPoint, Photoshop, HTML, Skype
- **Languages:** Conversational in French & Latin

EDUCATION

- University of Washington, Spokane, Bachelor's of Art in English, 2017
- University of Paris, France, Master's of Philosophy in Education, 2018