

JACKIE LUTZ

Ridgewood, NJ | jlutz@umass.edu | [LinkedIn](#) - Jacqueline Lutz

EDUCATION

UNIVERSITY OF MASSACHUSETTS AMHERST

Bachelors in English – *In Progress*

Cumulative GPA: 3.72/4.0; Dean's List 2020-2022

Amherst, MA

Fall 2023

Minors/Certificates

- Certificate in Professional Writing and Technical Communication (PWTC) – *In Progress*
- Minor in Information Technology (IT) – *In Progress*
- Minor in Classics: Latin Language & Literature – *In Progress*

Awards/Honors

- Girl Scouts Gold, Silver, and Bronze Awards
- Chancellor's Award
- Class of 1945 Merit Scholarship

EXPERIENCE

- Teaching Assistant – Advanced Software for Professional Writers Spring 2023
 - Assisted students with HTML, CSS, and technical writing.

RELEVANT COURSEWORK

- Advanced Software for Professional Writers Spring 2022
 - Created an online portfolio using HTML and CSS
- Introduction to Technical Writing Fall 2022
 - Established methods for memos, reports, and completed a 25-page faux grant proposal
- Professional Writing & Technology Communications I Fall 2022
 - Produced a 35-page user manual for Microsoft Word
- Introduction to Programming Fall 2022
 - Learned methods of coding with Python software and csv files
- Professional Writing & Technology Communications II – *In Progress* Spring 2023
 - Learning to use Adobe InDesign, MadCap Flare, and Adobe FrameMaker
- Professional Writing & Technology Communications III – *In Progress* Spring 2023
 - Learning about technical writing and IT careers from working professionals

SKILLS

- HTML & CSS
- MadCap Flare
- Python
- R & R Studio
- Microsoft Excel, Word, PowerPoint
- Google Spreadsheets, Docs, Slides
- Digital Design and Art (Adobe Photoshop, and other editing software)
- Latin (reading & writing ability)
- Leadership: I am a section leader in the UMass marching band

ADDITIONAL WORK/VOLUNTEER EXPERIENCE

- Secretary of Tau Beta Sigma; Spring 2022-Spring 2023. TBS is an honorary band service sorority. I sent out important emails and documents for our service campaigns, and organized trips
- Created my own tutoring and babysitting hybrid program
- I've worked at Graydon Pool in Ridgewood, NJ as a cashier/security during summers 2019-2022.
- Established my own art and design business online through Instagram and DeviantArt

INTERESTS

- Playing in musical ensembles. I play the clarinet, the saxophone, and percussion. I am in the UMass Minuteman Marching Band

Updated 02/14/2023