

Juliette Fraser

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[LinkedIn](#)

EDUCATION

University of Massachusetts Amherst

Expected May 2025

Bachelor of Arts, English major, GPA: 3.97

Minor: Information Technology

Professional Writing and Technical Communications Certification

Honors: Phi Beta Kappa

Relevant Courses

Introduction to Professional Writing

Professional Writing and Technical Communication (I, II, and III)

Computer Competency

Advanced Software and Web Design

Course Projects

Microsoft Word Manual:  [A Book Editor's Guide to Microsoft Word.pdf](#)

Faux Grant Proposal:  [Grant Proposal.pdf](#)

WORK EXPERIENCE

Krua Khun Rose Thai Restaurant, Sandwich, MA

Summers and Winters 2022- present

Cashier and Food Preparation

Collaborates with other employees in a high-demand environment

Communicates with a variety of customers over the phone and in person

Trains new employees to use the phone system, prepare food, and package orders

SKILLS

Computer Skills: Microsoft Office, Google Workspace, HTML, Adobe Illustrator, MadcapFlare

Writing Skills

Helps edit peers' final papers and drafts

Consistently writes academic papers and technical documents for classes

Organizational Skills

Balances a variety of coursework and projects and submits all work on time

Prioritizes necessary tasks and develops systems to achieve goals

Communication Skills

Collaborates with peers on several group projects and assignments

Interacts and resolves any conflicts that may arise from customers in the workplace