

# KALEB STONE

## WRITER AND EDITOR

Enthusiastic and dedicated Creative Writing and Professional and Technical Writing student at Virginia Tech. Experience in freelance editing, including essays, wills, and websites. Experience writing short stories and poetry displayed on my portfolio. Marketing experience including writing an online news article, and running the Studio 72 Twitter account.

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## CONTACT

804-525-8489

kcstone04@vt.edu

<https://kcstone04.github.io/kalebstoneportfolio/>

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## SKILLS

Professional Writing

Creative Writing

Professional Editing

Basic Communications

Basic Marketing

Simple HTML

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## COURSEWORK

Intro to Creative Writing

Intro to Communications

Intro to Professional and Technical Writing

Writing and Digital Media

Visual Rhetoric and Document Design

Developing Intelligent Content (SP 25)

Advanced Fiction (FA 25)

Grant Proposals and Reports (SP 26)

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## LANGUAGES

English

Japanese (beginner-level)

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## REFERENCES

### Dr. Jennifer Mooney

Cell: (540) 239-5306

Email: jenmooney@vt.edu

### Dr. Tim Baird

Office: (540) 231-5116

Email: tbaird8@vt.edu

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## EDUCATION

### Virginia Tech

*Bachelor of Professional and Technical Writing and Creative Writing*

May 2026

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## HONORS AND ACTIVITIES

### Scholarship Tripod Chair

*Phi Sigma Pi National Honors Fraternity*

September 2022 - May 2023

- Arranging and hosting educational events for the fraternity.
- Helping members of the fraternity with their academics.

### Marketing and Media Team Member

*Studio 72*

September 2022 - May 2023

- Running social media accounts and helping build and design a website.
  - Teaches me how to navigate websites such as Wix and how to advertise.
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## EXPERIENCE

### Writer and Editor

*Freelance*

August 2021 - Present

- Editing a variety of different documents and texts, such as multiple college essays, and legal documents such as wills.
- Allows me to apply my academic skills to a professional environment, and teaches me how to navigate professional legal documents.