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LAURA A. O'MALLEY

EDUCATION

Bachelor of Arts in English

University of Massachusetts Amherst, May 2020

- Minor in Music, Percussive Studies
- Minor in Information Technology
- Letters of Specialization in Professional Writing and Technical Communication, The Study and Practice of Writing, and Creative Writing

RELEVANT SKILLS

- Microsoft Office (Excell, PowerPoint, Word)
- HTML/ CSS
- Adobe Creative Suite (Photoshop)
- Slack

RELEVANT COURSEWORK

- Introduction to Professional Writing: Prepared a 24-page grant proposal illustrating a start-up organization for the College Diabetes Network
- Advanced Software for Professional Writers: Built two websites

WORK EXPERIENCE

Rama Athletic Club, Norwood MA, 2014-2016

- Front Desk and Day Care
 - Assist in administrative activities
 - Maintain facilities
 - Multi-tasking abilities

Norwood Recreation Department, Norwood MA, 2017

- Camp Counselor
 - Supervise groups of children 5-7 years old
 - Plan and implement group activities
 - Keep to a schedule
 - Communicate news and daily events to children's guardians