

# Maggie Garcia

Writer · Editor · Researcher

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## SUMMARY

Detail-oriented writer and editor with strong analytical skills and a talent for distilling broad or complex information into clear, concise, reader-friendly content. Experienced in research, documentation, project coordination, and thoughtful communication across varied audiences.

## EDUCATION

### B.A. in English — Nicholls State University

Concentration in Literary Analysis · Graduated 2025

## TECHNICAL SKILLS

- Writing & Editing
- Research & Synthesis
- Documentation
- Project Coordination
- Microsoft Office
- Google Workspace
- Canva
- Information Design
- Basic technical skills: Markdown, CLI basics, light JavaScript familiarity, Docusaurus

## RELEVANT PROJECTS

### Writing Portfolio – Capstone Project

- Curated revised essays and analytical writing
- Included personal literary philosophy and reflective work
- Demonstrated strong editing, organization, and narrative control

### 150-Year Literary Thesis – Isolation in Feminist Literature

- Analyzed themes across multiple feminist texts

- Synthesized historical context, literary criticism, and thematic evolution
- Demonstrated deep research and clarity-driven analysis

### **LEH Grant Project**

- Wrote a detailed grant proposal for an oral-history podcast
- Developed project timeline, scope, goals, and outcomes
- Demonstrated clarity, conciseness, and adherence to format

## **PROFESSIONAL EXPERIENCE**

### **Writer · Editor · Researcher (2019–present)**

- Produced clear, structured writing across academic, technical, and creative genres
- Edited long-form texts for clarity, structure, and coherence
- Synthesized large bodies of information into focused, digestible content
- Managed multiple long-term projects with strong organization and follow-through

### **Family Assistant / Household Manager (2019–2025)**

- Coordinated logistics, schedules, and high-priority tasks
- Maintained calm, effective decision-making in dynamic environments
- Managed household systems independently and proactively
- Facilitated major transitions, including a full-house move
- Supported neurodivergent individuals with empathy, structure, and clarity

## **STRENGTHS**

- Clear communicator
- Highly organized
- Strong researcher
- Skilled editor
- Calm under pressure
- Thoughtful, user-centered writing style