

MARGARET SMITH

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EDUCATION

Virginia Tech, Blacksburg, VA
B.A. in English, Professional Writing
In-Major GPA: 3.56

Expected Graduation: May 2015

WORK EXPERIENCE

Philologia Undergraduate Research Journal, Blacksburg, VA

August 2014-Present

Managing Editor

- Aid Editor-in-Chief in the advertisement and development of *Philologia*
- Read and evaluate research submissions from the College of Liberal Arts and Human Sciences

Pocahontas Press, Blacksburg, VA

August 2014-Present

Intern - Editing/Publishing Assistant

- Edit and typeset novel titled, "I Did It, I Did It, I Did It!"
- Proofread manuscript submissions

WholeFoods Magazine, South Plainfield, NJ

May 2014-August 2014

Intern - Published Editorial Writer

- Researched and wrote articles that discussed ingredient, product, and technology developments in the health industry
- Coordinated interviews with organization representatives from the health industry
- Strategized B2B marketing plan through company's social media platforms
- Proofread articles and product write-ups for publication

H. Galow Company, Norwood, NJ

May 2011-August 2014

Assistant Content Editor

- Assisted company President in editing an ISO 9001:2008 Quality System Manual
- Copy edited machine manuals and administrative documents
- Developed instructions that handle the company's international shipment process

PUBLICATIONS

"Quality is Key." WholeFoods Magazine Oct. 2014: 45. Print.

"Why Companies Should Invest in Good Web Design." WholeFoods Magazine Sept. 2014: 14. Print.

"Vitamin Angels Celebrates 20th Anniversary." WholeFoods Magazine Sept. 2014: 73. Print.

"Nourish America and Vitamin Angels: 'The Answer to a Need'" WholeFoods Magazine Aug. 2014: 37. Print.

"Go Green With Feminine Hygiene." WholeFoods Magazine Aug. 2014: 52. Print.

ACTIVITIES & LEADERSHIP

Virginia Tech Writing Center

August 2014-Present

Writing Center Coach

- Coach students through writing assignments and address issues such as paper organization, focus, and development
- Schedule appointments with ESL student once a week to help improve and refine his writing process

SKILLS & EXPERTISE

Adobe InDesign
Microsoft Word

Adobe Photoshop
Microsoft Excel

HTML and CSS
Microsoft Powerpoint

Editing
Proofreading