

EDUCATION

- **Baylor University**

Bachelor of Arts—Professional Writing

GPA: 3.98/4.0 (Summa Cum Laude)

Minor in French

Waco, TX

2013 – 2017

WORK EXPERIENCE

- **Stitch Fix**

Senior Stylist

June 2019 – Present

- Curate clothing items uniquely tailored to the preferences of 20-40 clients daily
- Independently set and maintain work schedule based on company needs
- Write individually tailored notes to each client to build meaningful interpersonal relationships

- **Self Employed**

Freelance Editor

July 2018 – Present

- Identify editing tasks and create timelines based on the needs of various clients
- Edit written content, both fictional and nonfictional, adapting to client's preferred style guide
- Communicate remotely with clients in regard to project progress and logistics

- **Henery Press**

Editorial Intern

January 2018 – July 2018

- Performed developmental edits, line edits, and proofreads on novels
- Evaluated incoming author manuscripts for publication
- Communicated with authors remotely regarding manuscript edits

- **US Bioservices (AmerisourceBergen)**

Jr. Writer

August 2017 – October 2017

- Wrote content for blog based on a monthly schedule
- Collaborated with Subject Matter Experts on written content
- Extensively researched topics related to written content
- Assisted with the organization and shipping of promotional materials

- **Baylor Swing Dance Society**

President

May 2016 – May 2017

- Created organizational goals
- Acted as spokesperson for the organization internally and externally
- Managed organization social media accounts in cooperation with other officers

- **Frankie Manning Foundation**

Writing Intern

May 2016 – August 2016

- Wrote blog posts and emails for the use of the foundation
- Formatted emails for distribution to 600+ individuals on mailing list
- Collaborated on documents required for fundraising

ADDITIONAL PROJECTS AND EXPERIENCE

- **Bookstagram Account:** Placeholder
- **Dance Instructor:** Placeholder
- **Aerial Arts Instructor:** Placeholder
- **Volunteer at Dallas Swing Dance Society:** Placeholder

SKILLS

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|-----------------------------|----------------------------------|----------------|
| ● Adobe Photoshop, InDesign | ● Chicago Manual of Style | ● Research |
| ● GSuite, Zoom, Slack | ● Microsoft Word, PPT, and Excel | ● Social Media |