

Emma Bond

Detail-oriented Professional Writing major with a strong foundation in creative and educational writing. Recognized for precision, organization, and the ability to meet deadlines. Experienced in simplifying complex topics for students, producing engaging content, and collaborating with teams.

Fishers, Indiana 46040
bonde@uindy.edu

EXPERIENCE

Edutech Labs — *English Proficiency Test Grader*

Indianapolis, IN 2021 - 2025

- Assessed and scored student English proficiency exams with accuracy and consistency.
- Applied clear rubrics and simplified evaluation standards for student understanding.
- Identified grammar, syntax, and content issues in responses, improving clarity of feedback.
- Met strict deadlines while maintaining confidentiality of student data.

Kellogg Writer Series — *Student Organizer and Contributor*

University of Indianapolis 2022-2024

- Produced podcasts and written content featuring professional authors for student audiences.
- Conducted interviews with writers, simplifying complex literary topics for broader understanding.
- Assisted in planning and coordinating literary events to engage student and community audiences.

Etchings Magazine — *Design Editor*

University of Indianapolis 2023-2024

- Collaborated with a student editorial team to select and sequence literary submissions for publication.
- Designed and formatted magazine layouts using Adobe InDesign to showcase contributors' work.
- Ensured consistency and readability while maintaining the artistic integrity of each author's piece.
- Managed multiple stages of the publication process, from curation to final design review.

EDUCATION

University of Indianapolis — *B.A. in Professional Writing, Minor in Creative Writing*

Expected May 2026

SKILLS

Professional and creative writing

Grammar and language expertise

Organizational skills

Time-management skills

Research and content development

Attention to detail & accuracy

Comfortable with online platforms

AWARDS

**Professional Writing Award, UIndy
2023**

**Runner-Up, Fiction Writing
Award, UIndy 2024**

**Published in UIndy Literary
Magazine, 2024**

LANGUAGES

Spanish, Conversational