

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, UIIndy 2023

Runner-Up, Fiction Writing Award, UIIndy 2024

Published in UIIndy Literary Magazine, 2024

LANGUAGES

Spanish, Conversational