

# Nadia Parveen Groome

## Current Address:

421L Roanoke Street East  
Blacksburg, VA 24060

nadiag@vt.edu  
703. 861. 2630

## Permanent Address:

24383 Trombone Court  
Aldie, VA 20105

## Education

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Virginia Tech, Blacksburg, Virginia – expected graduation date May 2015  
B.A. in English, Literature, Language and Culture  
Professional Writing Track  
GPA Overall: 3.86, GPA In Major: 3.85

## Work Experience

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**Boat America Corporation**, Alexandria, Virginia – June 2014 to August 2014 – *Membership Marketing Intern*

- Designed online, print, and email promotional materials.
- Managed social media campaigns and worked on SEO and PPC marketing strategies.

**Virginia Tech Human Resources**, Blacksburg, Virginia – May 2013 to December 2013 - *Communications/Marketing Assistant*

- Interviewed various local organizations and Virginia Tech employees in order to research and write articles for the Virginia Tech News website.
- Created, uploaded, and maintained articles, graphics, and campus notices in the CMS.

**Merone's Buon Appetito**, Dulles, Virginia – March 2010 to August 2012 - *Front Counter Employee*

- Developed communication and people skills through working with customers, managers, and other employees.
- Managed the schedule for all front counter employees as well as greeted, seated, and waited on customers.

## Design Experience

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**Collegiate Times**, Blacksburg, Virginia – August 2011 to January 2012 - *Designer*

- Utilized creative thinking skills to design visually pleasing and informative layouts and graphics.
- Honed my computer skills through the use of Adobe Illustrator, InDesign, and Adobe Photoshop.

## Computer Skills

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Microsoft Word, Microsoft PowerPoint, Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Microsoft Excel, Ensemble, Wordpress, HTML, DITA, CSS, XML

## Study Abroad

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**Presidential Global Scholars**, Riva San Vitale, Switzerland – January 2014 to May 2014

- Experienced different cultures, perspectives, and sets of values.
- Collaborated with diverse people on a semester long project.

## Related Coursework

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Technical Editing and Style, Creating User Documents, Professional Writing, Developing Online Content

## Affiliations

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**Virginia Tech University Honors**, Blacksburg, Virginia – August 2012 to Present

**Leadership Tech Year 2: Expanding Leadership**, Blacksburg, Virginia - September 2012 to Present

**Alpha Delta Pi Sorority**, Blacksburg, Virginia – January 2012 to January 2014

- *Webmaster* – November 2012 to December 2013

## Honors

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**The National Society of Collegiate Scholars**, Blacksburg, Virginia – April 2012 to Present

**Deans List**, Blacksburg, Virginia – January 2012 to Present