815-848-9196

Fairbury, IL

njmeister99@gmail.com

#### Work

## Web Developer + Copy/Grant Writer

Community Connection of Central IL | Fairbury, IL May 2024 -

Writing, Research, Programming

### **English / Math Tutor**

Illinois Tutoring Initiative | Central IL January 2024 – June 2024 Teaching, High School English / Math

#### Al Data Trainer

Freelance | Remote November 2023 – Writing, Editing, Research, Fact-Checking

#### Writer

Freelance | Remote May 2019 – Writing, Various

#### Office Clerk

Double M Machine, Inc. | Fairbury, IL September 2014 – August 2017, Summers 2018 – 19 Costing, Mailing, Bookkeeping, Filing

#### **Education**

Certificate in Web Development University of Texas at Austin | Online December 2023 - June 2024

Professional Certificate in Screenwriting University of California at Los Angeles | Online September 2022 - June 2023

BFA in Film, Screenwriting Concentration
University of Central Florida | Orlando, FL
University Honors, Summa Cum Laude
Fall 2017- Spring 2021

# Coding Languages

HTML/CSS/JS MERN Stack SQL PHP C++

### Software Knowledge

Microsoft Öffice iWork Adobe Suite Apple Pro Apps Affinity Suite

# Writing Experience

Academic Studies
Creative Writing
Content Writing
Copywriting
Documentation
Game Design
Grant Writing
Journalism
Screenwriting

#### **General Skills**

Creative Problem-solving Critical Thinking Adaptability Conscientiousness Integrity Mediation Teamwork