

Walker Minot

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Select Work Experience

Self-employed Writer and Editor [links to work samples]

- **Shelf Awareness** (2021-Present): write monthly advance reviews of two widely published books for website and print newsletter; conduct author interviews [[review](#); [review](#); [author interview](#); [review](#)]
- **The Rumpus** (2021-Present): read, provide feedback, and select short fiction submissions for publication
- **Writer's Foundry Review** (2021-Present): Editor—collaborated to rebrand magazine, hold inaugural fiction and poetry contests, read and revise submissions for publication, and raise funds [[article](#); [article](#)]
- **Culture Amp** (Apr. 2021-June 2021): content writer, synthesized lengthy reports into web articles

St. Joseph's University | Brooklyn, NY

Adjunct Professor – Composition

Sept. 2021-Dec. 2021

- Taught 15 first-year undergraduate students a required course: “Writing for Effective Communication”
- Designed syllabus to survey academic writing, business writing, short fiction, poetry, current events, and reviews
- Drilled core reading and writing skills with a focus on close reading, logical analysis, composing a complex thesis, essay structure, supporting argumentation, and clarity of expression
- Graded papers, provided detailed individual written and oral feedback

Aurion Group | New York, NY

Partnerships – Manager

Sept. 2018-June 2021

- Advised contract renewals and request-for-proposal (RFP) processes for financial product partnerships between Fortune 500 consumer brands, banks, card networks, bank processors, and financial technology (Fintech) startups
- Led composition of the business team's sales proposals, market research, white papers, press releases and marketing materials, and final project presentations for clients consisting of Fortune 500 banks and consumer brands
- Built comparative multi-scenario financial models—primarily portfolio profit-and-loss (P&L) statements and expected value assessments—for determining the relative value of multimillion-dollar partnership proposals
- Assisted in the redlining and review of multimillion-dollar, multi-year business partnership contracts
- Refreshed PowerPoint, Word, and Excel templates with new aesthetic, updated graphics, and revised sales language

Partnerships – Senior Associate

Jan. 2017-Aug. 2018

- Developed and presented biannual U.S. macroeconomic reviews to internal and external audiences
- Designed, constructed, and maintained the business team's market research infrastructure

Roundtables – Associate

Aug. 2015-Dec. 2016

- Wrote regular 10- to 15-page reports (approximately 20 in total) and performed data benchmarking on operational topics in consumer banking for middle and senior management audiences at major financial institutions
- Executed over 15 conferences—supporting event logistics and taking detailed meeting notes
- Managed numerous client interactions including sales, ongoing support, and organized networking

Education

St. Joseph's University | Brooklyn, NY

Master of Fine Arts, Creative Writing – Fiction Concentration

Class of 2022

- Studied under Lee Clay Johnson, Cleyvis Natera, Andrew Martin, David Gates, and thesis advisor Steven Hobbs
- Composed works of fiction for peer and instructor review; provided detailed written and oral feedback to peers

University of North Carolina at Chapel Hill

Bachelor of Arts, Economics & Political Science

Class of 2015

Select Skills

- Expert user of Office 365—Word, PowerPoint, Excel, Outlook, Teams—Google Suite, Adobe, and WordPress
- Writing and editing: extensive experience writing, content editing, and copyediting RFP/RFI documents, pitches, proposals, presentations, research reports, articles, stories, memos, emails, and fundraising communications
- Public speaking: practiced at external and internal executive presentations, leading meetings, running a classroom
- Financial analysis: Capable of building (in Excel) and analyzing complicated financial models, including P&Ls
- Data: skilled at entering, validating, and analyzing data; experienced and rapid learner proprietary data systems
- Time management, accountability, and multi-tasking: experience owning the completion of multiple tasks in parallel, with varying deadlines and multiple supervisors

References Available Upon Request