

Josie Seach

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Personal Statement

Detail-oriented and creative English major with exceptional critical thinking capacity. Excellent written and verbal communicative skills with extensive experience in web programming, content writing and design.

Education

BACHELOR OF ARTS, *CUM LAUDE*
UNIVERSITY OF INDIANAPOLIS

DECEMBER 2017
3.47 GPA

- Major: English, concentration in Literary Studies
- Minor: Computer Science
- Related coursework: Object-Oriented Programming | Data Structures and Algorithms | Graphical User Interface | Internet Programming | Applied Journalism | Book Editing & Publishing
- Richard G. Lugar Academic Recognition Award
- Presented research at 25th Annual Clement S. Stacy Undergraduate Research Conference
- ICI Smart Launch Tech: Eleven Fifty Academy Gold Badge Certification | June 2017

Extracurricular activities:

- Art & Design Student Academy | January 2016 – May 2016

Experience

CONTRACT WEB WRITER
UNIVERSITY OF INDIANAPOLIS

DECEMBER 2017 – PRESENT

- Create, organize and proofread content for the University's websites
- Write and modify HTML and CSS

PEER TUTOR
UNIVERSITY OF INDIANAPOLIS:
WRITING LAB

AUGUST 2017 – DECEMBER 2017

- Assist clients in developing writing skills
- Review clients' writing and collaborate with clients to improve it

ETCHINGS PRESS EDITOR
UNIVERSITY OF INDIANAPOLIS:
ETCHINGS PRESS

JANUARY 2017 – MAY 2017

- Select, edit and compile materials for publication
- Create marketing content such as interviews and social media posts

**COLAB STUDENT FELLOW
UNIVERSITY OF INDIANAPOLIS:
COMMUNICATIONS AND MARKETING**

JULY 2016 – DECEMBER 2017

- Keep web pages and content up to date and organized
- Write and troubleshoot code for web page functionality
- Proofread and edit copy

**STAFF WRITER/REPORTER
THE REFLECTOR & THE REFLECTOR ONLINE**

AUGUST 2015 – DECEMBER 2016

- Collect material for articles by conducting interviews, attending local events, etc.
- Write articles for print and online publications
- Create graphics for print and online publications