

Josie Seach

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Personal Statement

Detail-oriented and organized English major with exceptional critical thinking capacity. Excellent written and verbal communicative skills with extensive experience in editing, researching, and computer programming.

Education

BACHELOR OF ARTS

EXPECTED DECEMBER 2017

UNIVERSITY OF INDIANAPOLIS

- Major: English, concentration in Literary Studies
- Minor: Computer Science
- Related coursework: Applied Journalism | Women Writers | Studies in English Language & Linguistics | Book Editing & Publishing | Object-Oriented Programming | Data Structures and Algorithms | Graphical User Interface | French Conversation | French Translation
- Richard G. Lugar Academic Recognition Award
- Presented research at 25th Annual Clement S. Stacy Undergraduate Research Conference

Extracurricular activities:

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

Experience

COLAB STUDENT FELLOW

JULY 2016 – PRESENT

UNIVERSITY OF INDIANAPOLIS:

COMMUNICATIONS AND MARKETING

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

STAFF WRITER/REPORTER

AUGUST 2015 – DECEMBER 2016

THE REFLECTOR & THE REFLECTOR ONLINE

- 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

BOOKSELLER

JUNE 2015 – JULY 2016

BARNES AND NOBLE

- Assist guests in locating and/or ordering requested materials
- Make suggestions for further materials to consider
- Sort and shelve books and other merchandise