

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 | Fundamentals of 2D Design | Applied Journalism | Book Editing & Publishing | Advanced Composition: Expository Writing | Introduction to Professional Writing
- 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 SPECIALIST
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