Josie Seach

12127 Briarway South Drive, Indianapolis, IN, 46259 | 317-701-6988 | seachj@uindy.edu

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*   **DECEMBER 2017**
UNIVERSITY OF INDIANAPOLIS   **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 SPECIALIST   **DECEMBER 2017 – PRESENT**
UNIVERSITY OF INDIANAPOLIS
· Create, organize and proofread content for the University's websites
· Write and modify HTML and CSS

PEER TUTOR   **AUGUST 2017 – DECEMBER 2017**
UNIVERSITY OF INDIANAPOLIS:
WRITING LAB
· Assist clients in developing writing skills
· Review clients' writing and collaborate with clients to improve it

ETCHINGS PRESS EDITOR   **JANUARY 2017 – MAY 2017**
UNIVERSITY OF INDIANAPOLIS:
ETCHINGS PRESS
· Select, edit and compile materials for publication
· Create marketing content such as interviews and social media posts

COLAB STUDENT FELLOW **JULY 2016 – DECEMBER 2017**
UNIVERSITY OF INDIANAPOLIS:
COMMUNICATIONS AND MARKETING

· 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 **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