

CONTACT



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Glenshaw, PA 15116

SKILLS

- Editing
- Proofreading
- Social Media
- Collaboration
- Flexibility
- Research

EDUCATION | 2018-2022

University of Pittsburgh at Greensburg
Bachelor of Arts in English Literature
Summa Cum Laude

Minor: Creative & Professional Writing
Certificate: Digital Studies

AWARDS & HONORS

Carol Calloway Bridge Award 2022

“Recognizes a student leader who has demonstrated a strong commitment to improving cultural understanding and has bridged cultures on campus.”

Member of the Year 2022—Writing Club

Sigma Tau Delta Inductee—2019

RELEVANT COURSEWORK

Grammar & Copy-Editing

Digital Storytelling 1 & 2

SHANNON DUNN

PROFILE

Recent graduate with a Bachelor of Arts in English Literature, minor in Creative & Professional Writing, and Certificate in Digital Studies seeking an entry-level position to showcase writing and editing skills alongside passion for accessibility, diversity, and inclusion.

EXPERIENCE

Pitt-Greensburg Gender and Sexuality Alliance

President 2021-2022 | Vice-President/Secretary 2020-2021 | Public Relations 2019-2022

Helped revive the club, created and maintained a social media presence for the club, maintained notes and other documents via a file-sharing service, and collaborated with other clubs on events of common interest.

Freelance / Volunteer*

Undergrad Essay Proofreader/Editor 2019-2022

Provided proofreading, light editing, and other suggestions for fellow undergraduate students' essays—mostly in the humanities.

*Not employed by tutoring center

Digital Humanities at Pitt-Greensburg

Teaching Assistant 2020-2022

Built professional relationships, evaluated and commented on students' work, developed supplementary materials, and collaborated in-person and via Zoom and Slack to solve coding problems and provide insights.

Sigma Tau Delta, Alpha Alpha Delta Chapter

Secretary 2020-2021 | Vice-President/Treasurer 2021-2022

Maintained meeting notes and other documents via a file-sharing service, planned meetings and events, and created a social media presence for the English department.

Pitt-Greensburg President's Committee for Diversity and Inclusion

Committee Member 2021-2022

Met and collaborated with other committee members, including various department heads and the campus president, to discuss actions the school could take towards diversity and inclusion.

LOCAL NONPROFIT WORK

Suburban Action Network / North Pittsburgh Pride

Committee Member 01/2021-07/2021 | Pride in the Park Planner 06/2022

Coordinated business outreach emails for sponsorship, wrote clues, and assisted with local artist interviews for Queer Heroes Scavenger Hunt.

Assisted with careful outreach to local LGBTQ+ community members and allies & created graphic to advertise day-of-event.