

## CONTACT



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Glenshaw, PA 15116

## EDUCATION

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**

Chosen for my commitment to attending events and creation of the English department Instagram account

**Sigma Tau Delta Inductee—2019**

Inducted into the National English Honor Society a semester early in order to attend the Sigma Tau Delta Convention (though it was cancelled due to COVID-19).

## LOCAL NONPROFIT WORK

**Suburban Action Network / North Pittsburgh Pride**

Coordinated business outreach emails for sponsorship, wrote clues, and assisted with local artist interviews for Queer Heroes Scavenger Hunt. 01/2021-07/2021

Provided outreach to LGBTQ+ community members and allies & created graphic to advertise day-of-event. 06/2022

# SHANNON DUNN

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*

During the club's revival, I was voted as the Social Media/PR person, where I created and maintained a social media presence for the club and created and submitted flyers/emails. The following year, I was voted Vice-President, but due to lack of membership because of the COVID-19 pandemic, I also took on the role of secretary, where I maintained notes and other documents via a file-sharing service. My final year I was voted President where I helped out with positions and collaborated with other clubs on events of common interest. My PR position was maintained throughout my duration in the club.

**Essay Proofreader/Editor**

*Volunteer 2019-2022*

I provided proofreading, light editing, and suggestions for other undergraduate students' essays—mostly in the humanities. Work was done via “Track Changes” on Google Docs and/or Microsoft Word.

**Digital Humanities at Pitt-Greensburg**

*Teaching Assistant 2020-2022*

After taking the two digital humanities courses, I was recruited as a teaching assistant for credit. Fall 2020 was virtual via Zoom. The two other assistants, the professor, and I worked together to create a comprehensive list of tasks and assignments, as well as a system for grading and reviewing assignments to understand what would need further explained in class.

Fall/Spring 2021-2022 was in-person with just the professor and me as the instructor team. Along with the tasks from the previous year, we established a Slack workspace for the students to ask questions and helped the students develop their project spaces via GitHub.

**Sigma Tau Delta, Alpha Alpha Delta Chapter**

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

I was voted as Secretary for the English Honor Society during the height of the COVID-19 pandemic. The society met via Zoom and I maintained meeting notes and other documents via Box's file-sharing. The following year I was voted as Vice-President where I planned meetings and events, created a social media presence for the English department, and maintained my role as secretary.

**Pitt-Greensburg President's Committee for Diversity and Inclusion**

*Committee Member 2021-2022*

The committee members, comprised of the campus president, various department heads, and presidents of select clubs met once a month to discuss actions the school could take towards diversity and inclusion and collaborated to create events.