

Vanan Phan

Quincy, MA

[LinkedIn](#)

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EDUCATION

University of Massachusetts Amherst, May 2021

- Bachelor of Arts; Major: English; GPA: 3.8
- Letter of Specializations in [Creative Writing](#), and [the Study and Practice of Writing](#)
- Certificate in [Professional Writing and Technical Communication](#)

Computer Skills: PowerPoint, Excel, Microsoft Word, Google Docs, HTML, CSS, MadCap Flare, Illustrator, InDesign, Canva

Language Skills: Conversational Vietnamese

ACADEMIC PROJECTS

Grant Proposal

- Drafted 29-page grant proposal for the National Asian Pacific American Women's Forum
- Identified grants that matched objective of organization/client, conducted research for proposal

Microsoft Word Manual

- Drafted 27-page Microsoft Word manual for college level creative writers
- Determined needs of client for technical documentation, conducted interviews and usability testing

PROFESSIONAL EXPERIENCE

Communications Assistant

Western Massachusetts Writing Project (UMass Amherst), Amherst MA, February 2021 - May 2021

- Managed reports, updated materials, and organized resources
- Utilized Drupal (UMass Amherst's web content management service) to update materials and information on the Western Massachusetts Writing Project's website

Outreach Coordinator

22nd Century, UMass Amherst Climate Change Literary Journal, Amherst MA, September 2020 - May 2021

- Corresponded with faculty and students to promote journal and encourage submissions
- Collaborated with editorial board to read and edit articles for publication

Editorial Intern

Rubin Pfeffer Content Literary Agency, Boston MA, May 2020-September 2020

- Read and evaluated six 50-page manuscripts on weekly basis to determine if they should be published
- Drafted rejection letters to authors and summarized submissions to agent

Associate Editor

Jabberwocky (UMass Amherst Undergraduate Literary Magazine), Amherst MA, January 2020 - May 2020

- Independently developed large-scale outreach initiatives and programs to engage the community
- Designed marketing materials and copy-edited final submission

Literary Magazine Intern

jubilat (UMass Amherst MFA Program Literary Magazine), Amherst MA, September 2019 - May 2020

- Collaborated with managing editor to prepare, publicize, and read submissions for undergraduate chapbook contest
- Corresponded with contributors, organized contracts, and contact information for each issue