



ALYCIA MINSHALL

EDITOR

EDUCATION

Alma College, BA in English with minor in Writing

Central Michigan University, MA in English Language and Literature

POSITION WITH FIRM

2017–present **Editor.** Responsible for copyediting, proofreading, and fact checking written materials, such as research, surveys, proposals, and promotional materials. Ensures that all materials are well written, accurate, properly researched, objective, concise, and focused.

PREVIOUS PROFESSIONAL EXPERIENCE

2014–current **Freelance Writer/Editor.** Researched, edited, and copyedited for a variety of writing projects, including a published book of poetry, master’s theses, and published doctoral dissertations.

2015–2016 **Learning Support Writing Coach,** *University of Southern California*, Los Angeles, California. Consulted for and collaborated with graduate students of social work to address writing issues. Created and delivered presentations on a variety of writing topics to graduate classes (APA, organization of research papers, and approaches to research).

2013–2014 **Writing Across the Curriculum Coordinator,** *Central Michigan University Writing Center*, Mt. Pleasant, Michigan. Created and scheduled orientations, writing workshops, and presentations for graduate and undergraduate students across Central Michigan University’s campus. Trained staff on deliverance of workshop and orientation material.

2012–2014 **Writing Center Consultant,** *Central Michigan University Writing Center*, Mt. Pleasant, Michigan. Collaborated with undergraduate and graduate students, staff, and faculty on various writing endeavors to improve the clarity, organization, and development of their work.

2009–2010 **Writing Center Student Director,** *Alma College*, Alma, Michigan. Scheduled and delivered orientations, maintained data and payroll for the center, and oversaw all Alma College Writing Center staff. Worked closely with the faculty advisor regarding writing center-specific issues.

2008–2011 **Writing Center Tutor,** *Alma College*, Alma, Michigan. Tutored and collaborated with undergraduate students on class papers, resumes, and graduate school application essays.

TECHNICAL SKILLS

- Microsoft Office
- iMovie

PROFESSIONAL ASSOCIATIONS

- Member of Sigma Tau Delta, 2010