



Position with Firm

2019–present **Editor.** Provides copy, line, and developmental editing for the firm’s written materials, including reports, surveys, proposals, and social media. Ensures deliverables are well written, accurate, properly researched, and objective. Formats documents to meet style and branding guidelines. Collaborates with staff to strengthen writing skills.

Previous Professional Experience

2018–2019 **Departmental Technician, Michigan Film & Digital Media Office, Lansing, Michigan.** Managed administrative operations of the office, including tracking spending, maintaining supplies, and responding to general phone and email inquiries. Served as liaison to the Michigan Film Office Advisory Council. Prepared internal and external communications. Researched trends in the film and digital media industries.

2017–2018 **Departmental Technician, State of Michigan Office of Retirement Services, Lansing, Michigan.** Reviewed payroll data for defined benefit and contribution plan audits. Assisted in preparing audit reports.

2016–2016 **English Instructor, Olivet College, Olivet, Michigan.** Designed course structure and lesson plans, created assignment instructions and guidelines, evaluated student progress and calculated grades.

2014–2016 **Graduate Teaching Assistant, Central Michigan University, Mt. Pleasant, Michigan.** Taught classes, administered and evaluated exams and assignments, and calculated grades.

Education Alma College, BA in Psychology
Michigan State University, BA in English with a concentration in Creative Writing
Central Michigan University, MA in English Language and Literature with a concentration in Creative Writing

Skills

- Microsoft Office suite

Publications

- “The Sixth Date.” 2019. *The 3288 Review*.
- “The Missing Brutal Honesty in the Final Walk-through with the Soon-to-be-ex-Tenant.” January 2019. *The Metaworker*.
- “Once You Commit to Making the Perfect Peanut Butter and Jelly Sandwich.” May 2016. *Literary Juice*.
- “Motherhood is Natural.” December 2015. *Brain, Child*
- “Milk and Brownies.” December 2015. *See Spot Run*

Presentations

- “Harriet, Who Had Given Birth to Ben: Harriet’s Projected Guilt-as-Monster in Ben and Warnings about Motherhood in Doris Lessing’s *The Fifth Child*.” October 2015. Presenter, Midwest Pop Culture Association conference, Cincinnati, Ohio.
- “Construct Identities: An Examination of Akin and Jodahs and Their Inevitable Betrayals in Octavia E. Butler’s *Xenogenesis*.” March 2015. Presenter, Essex County College Speculative Humanities conference, Newark, New Jersey.