

exclusive/the resume

An English major looks for the perfect internship at a national magazine where she can hone her editorial and web skills.

Sample Student

The Triangle

Assistant Entertainment Editor

June 2012-Present

- Edit 4000+ words of staff copy for each weekly issue of Drexel's campus newspaper
- Collaborate with the Entertainment Editor on the layout of the section each week using InDesign
- Write eye-catching headlines weekly for each story published
- Publish each issue's articles on the web using WordPress

Philadelphia Magazine

Editorial/Foobooz.com Web Intern, Freelancer

April 2012-Present

- Pitched, wrote and published 5-10 articles per day on WordPress for Foobooz.com
- Fact checked multiple features per week for Foobooz.com and all sections of Philadelphia Magazine
- Utilized Twitter in successful social media campaign for "Best of Philly" feature winner announcements
- Currently pitch, write and publish 5-10 articles per week on WordPress for Foobooz.com

Permanent Press Magazine

Founder and Editor in Chief

An independent, Drexel student-run style and fashion magazine
January 2012-Present

- Manage a staff of 12 students and edit all submitted copy for content and style
- Write and research 5-7 feature-

length stories per issue

- Layout and design over 20 magazine spreads per issue using Adobe InDesign

ApotheCom

Editorial and Communications Technology Intern, Freelancer

June 2011-Present

- Fact checked and proofread research for publication
- Wrote and edited pieces of copy including short doctor biographies for annual conference publications
- Developed and edited presentations and illustrations for print conference publications using Adobe Illustrator

Entertainment U.

Writer and Section Editor

EntertainmentUonline.com

December 2010-Present

- Edit staff copy of 300+ words for publication 2-3 times a week
- Write entertainment and food stories for publication weekly and as needed

Maya

Writer, Book Designer, and Editorial Staff Member

Drexel University Literary Magazine

December 2010-September 2012

- Read, discuss, and choose submitted work for publication in annual issue
- Design annual issue including layout of 40+ pages of text and color photography using Adobe InDesign

Contact Me

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Personal Website
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Education

Drexel University

Philadelphia, PA

B.A. English

Anticipated

Graduation: 2015

GPA: 3.91

Other Experience

Kiwi Frozen Yogurt

Customer Service Representative

Philadelphia, PA

April 2012-Present

- Assist customers with product choice, sales, and loyalty card redemption
- Train new staff members to prepare product and complete transactions

Skills

Content Management Systems:

advanced experience in WordPress and Joomla!

Adobe CS 5:

advanced experience in InDesign, InCopy, Illustrator; proficient in Photoshop

Social Media:

advanced experience in Twitter, Facebook, Pinterest, and Tumblr