

260-443-3494  
meschrader16@my.trine.edu

## Meghan E. Schrader

11513 Hardisty Road  
Fort Wayne, Indiana 46845

### EDUCATION

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Anticipated **Bachelor of Arts** – Trine University, Angola, IN  
Majors: **English and Communication**  
Expected graduation: May 2022  
**GPA: 4.0 (4.0)**

### SKILLS

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- Written and Oral Communication Skills
- Customer Service Skills
- Intermediate Spanish Speaker
- Proficient with Word, Pages, Numbers, KeyNote, Google Drive, and Google Docs
- Able to Successfully Utilize Social Media Tools
- Write and Edit Press and News Releases
- Photograph and Edit Photographs Efficiently
- Proficient with various web browsers and search engines
- Experience with InDesign
- Experienced in Technical Writing

### SPECIAL PROJECTS

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|---|------|
| Podcast—College Cooking for the Broke and the Busy    | 2019 |
| Promotion Video—Trine University Writing Center       | 2019 |
| Public Relations Campaign—Trine University Drama Club | 2019 |
| Resume Critic—Trine University Writing Center         | 2019 |
| Alumni Newsletter—HAC Media Team                      | 2020 |

### EXPERIENCE

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#### WRITING CENTER TUTOR 8/18-Present

Trine University Writing Center, Angola, IN

- Assist students in starting, organizing, and finalizing essays
- Perform tutorials over grammar, punctuation, sentence fluency, etc.
- Peer edit student essays

#### ADMISSION OFFICE INTERN 5/19-8/19

Office of Admission, Trine University, Angola, IN

- Gave prospective students and their families campus tours
- Assisted in planning and executing large group visits
- Ran the front desk
- Assisted with various special projects

#### INTERN REPORTER 8/17-5/18

KPC Media Groups Inc., Fort Wayne, IN

- Wrote stories for newspaper publications
- Contacted and interviewed sources
- Photographed events

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- Assisted in copy editing

## ACTIVITIES

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| <b>HAC MEDIA TEAM, EXECUTIVE EDITOR</b>  | 2/19-Present  |
| Trine University, Angola, IN   |               |
| <ul style="list-style-type: none"><li>• Write and edit articles for online publication</li><li>• Perform interviews</li><li>• Cover campus events using on-site interviews and photographs</li></ul> |               |
| <b>SIGMA TAU DELTA MEMBER</b>  | 11/19-Present |
| Trine University, Angola, IN   |               |
| <b>MENS HOCKEY TEAM STUDY TABLES TUTOR</b>   | 8/19-Present  |
| Trine University, Angola, IN   |               |