ANGELA I IN

WRITER COMMUNICATOR

Contact

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Profile

I am a detail-oriented person who can critically think in any situation. I am a writer and have experience with document design. I value diversity and seek a lively company with progressive values.

Experience

EDITOR 2019

WRTC 300 | Harrisonburg, Virginia

- Proofread Feminisms and Rhetoric 2019 Conference Manual
- Design a Foster Care Manual
- Edited as a team for consistency
- Learn about Copyright and Creative Commons

CUSTOMER SERVICE ASSOCIATE

2019

JCPENNEY | Sterling, Virginia

- Offer friendly service to all customers to ensure customer satisfaction
- Process special orders and store-to-store transfers
- Find and process orders placed online
- Prepare merchandise throughout the store

Education

BACHELOR OF SCIENCE, MAJOR IN WRITING RHETORIC AND TECHNICAL COMMUNICATION MINOR IN ASIAN STUDIES

JAMES MADISON UNIVERSITY 2017-2021

Skills

- Document Design
- Professional Editing
- WordPress and Weebly
- Methods and Methodology
- Web Content Development

Honors

Dean's List: Spring 2019 and Fall 2019

President's List: Fall 2018