

[REDACTED]
[REDACTED] | Columbus, Ohio [REDACTED] | [REDACTED] [REDACTED]@gmail.com

Education

The Ohio State University, Columbus, Ohio

Expected Graduation: May 2026

Bachelor of Arts, Major in English, Minors in Spanish and Professional Writing | GPA: 3.96

Grandview Heights High School, Columbus, Ohio

Graduated May 2022

Honors: National Honor Society; AP Scholar; Scholar Athlete | GPA: 4.39

Relevant Experience

Grant Central, The Ohio State University | Writing Lead, *August 2025 - Present*

- Maintain professional communication with nonprofit partners, understanding their goals and missions to match them with the grants most applicable to their organization
- Collaborate with peers to write persuasive and thorough grants for our community partners

Scarlette Magazine, The Ohio State University

Writing Director, *January 2025 - Present*

Writing Committee, *January 2024 - 2025*

- Cultivate article and blog post ideas, organizing dates, writers, interviews, and more on a daily basis
- Write and edit articles and blog posts for both the magazine's print edition and website, following this by publishing twice weekly through the magazine's website
- Accommodate the wants and needs of the models, stylists, graphic designers, shoot leads, and photographers in order to write the best piece for the project

At Home by High, Columbus, Ohio | Summer Intern, *May 2024 - August 2024*

- Wrote and edited profiles for members and volunteers, social media posts, and grant proposals
- Managed the email account, cultivating and maintaining connections between our organization and the Columbus community
- Worked creatively to solve problems for our members, providing daily transportation, medical and renters' advocacy, cleaning services, and lawn care when necessary

Professional Experience

Students Advocating for Food Equity (SAFE), The Ohio State University

President, *April 2025 - Present*

Volunteer Coordinator, *April 2024 - 2025*

- Design meeting plans that educate and inspire general members to make change through volunteering, outreach, and education
- Direct the executive board to keep up with volunteer events, our bi-weekly presentations, and any collaborations with other undergraduate organizations
- Relay important information, such as volunteering dates, waivers that need signed, and community garden information

PromoWest Productions, Columbus, Ohio | Guest Services, *April 2023 - Present*

- Supervise and streamline large crowds, organizing guests and maintaining an air of confidence and calm
- Manage multiple groups of people at a time in a high stress environment, de-escalating conflicts amongst crowds and transmitting information efficiently with on-site medics in the event of emergencies
- Communicate openly and directly with guests, helping them navigate our venues with ease

EDUCATION

The Ohio State University, College of Arts and Sciences **Columbus, Ohio**
Bachelor of Arts and Sciences in English and History of Art *April 2027*
Minor: Professional Writing *GPA: 3.98*

- **Humanities Scholar:** Participated in weekly enrichment meetings; completed and presented capstone project
- **Dean's List:** Awarded to students with a 3.5 semester GPA or higher, received all semesters enrolled
- **Aida Cannarsa Snow Undergraduate Scholarship Recipient:** Awarded to exceptional students specializing in History of Art

PROFESSIONAL EXPERIENCE

Center for the Study and Teaching of Writing **Columbus, Ohio**
Writing Consultant *August 2025 – Present*

- Give and receive feedback from writers in 10 online, in-person, and asynchronous appointments per week
- Tutor writers across multiple disciplines and levels to improve long term applicable writing skills
- Collaborate with fellow consultants in weekly mentorship groups to improve techniques and track writer trends

Richfield Heritage Preserve **Richfield, Ohio**
Intern and Volunteer *May 2023 - Present*

- Write articles and edit weekly park newsletter, maintaining topical information about events, news, and partnerships
- Collaborate with volunteer coordinator to facilitate, assist, and review community park clean-up projects
- Actively maintain relationships with park members and volunteer coordinator to provide help where needed

Giant Eagle **Richfield, Ohio**
Front End Cashier *July 2022 – January 2025*

- Applied store policy to daily tasks, serving over 100 customers per shift and problem solving to satisfy customer needs
- Provided friendly interaction with customers as reflected in numerous positive surveys

LEADERSHIP AND INVOLVEMENT

Scarlet Fever Acappella **The Ohio State University**
Treasurer (2024-2025) *August 2023 – Present*

- Raised over \$400 for group enrichment activities and materials, hosted 3 large scale fundraisers
- Perform for students, faculty, and general community while building connections with other campus groups

AROUSE Student Radio and Cultural Magazine **The Ohio State University**
Radio Host and Magazine Writer *August 2025 – Present*

- Write non-fiction and creative articles about new music and relevant events or trends
- Set independent milestones to track article progress and adhere to deadlines

RELEVANT COURSEWORK

Methods for the Study of Writing, Rhetoric, and Literacy **The Ohio State University Spring 2025**

- Completed 3 large scale projects engaging with research in the fields of writing, rhetoric, and literacy studies
- Conducted research by collecting data, coding, analyzing, visualizing, and synthesizing it in capstone project

Methods and Theories of Art History **The Ohio State University Spring 2025**

- Analyzed, critiqued, and utilized essential methods and theories throughout the field
- Conducted research, engaged with theories, and followed disciplinary conventions to write 20 page research paper

PROJECT EXPERIENCE

Second-year Transformational Experience Program **2024-2025**

- Created and presented proposal for \$2000 fellowship to participate in London Study Abroad
- Presented at STEP Expo in order to summarize and pitch project for reviewers and prospective participants



@buckeyemail.osu.edu | Columbus, OH

EDUCATION

The Ohio State University—Columbus, OH

Bachelor of Arts, English

- Specialization in Writing, Rhetoric, and Literacy
- Minor in Professional Writing

Expected May 2026

Cumulative GPA: 2.447

RELEVANT COURSEWORK

The Ohio State University, Digital Media Composition

**Columbus, OH
Autumn 2025**

- Created a slide deck analyzing app User Interface and User Experience
- Collaborated with peers to create User Interface for a tutoring app

The Ohio State University, Special Topics in Professional Communication

**Columbus, OH
Spring 2025**

- Recorded and edited gameplay tutorial utilizing technical language
- Devised new product and copy for video game landing page
- Collaborated with peers to create rulebook for a tabletop role-playing game

The Ohio State University, Cultures of Professional Writing

**Columbus, OH
Autumn 2024**

- Wrote and proofread feature articles about video games and freelance writers
- Produced sample press release to promote product launch for a makeup company
- Copyedited peer projects for clarity and concision

RELEVANT WRITING EXPERIENCE

Petitti Garden Centers—Home Accent/Patio Department Associate

**Aurora, OH
May – August 2023**

- Managed internal communications via e-mail addressing weekly announcements and staff reminders
- Wrote copy and designed print posters for in-store promotions and displays

Sand Pebbles, Restaurant—Temporary Communications, Front of House

**Aurora, OH
May – July 2022**

- Copyedited new menus for clarity and grammar
- Wrote copy material for restaurant advertising on social media and website

Aurora Gambit, School Newspaper

**Aurora, OH
August 2019 – May 2022**

- Wrote feature and column articles relevant to school events
- Edited peer articles to adhere to AP Style
- Collaborated with instructor to create digital archive of articles using WordPress

SKILLS

Writing Style Proficiencies: AP, MLA

Copyediting, Communication, Graphic Design, Web Design

[Redacted]
[Redacted], Columbus, OH
[Redacted]@gmail.com [Redacted]@osu.edu

Education

The Ohio State University
Bachelor of Arts, major in Public Management, Leadership and Policy
Minor in Professional Writing
Columbus, OH
Expected May 2024
Cumulative GPA: 4.0

Professional Writing Experience

Student Assistant, Archival Technical Services
The Ohio State University
May 2023-Present
Columbus, OH

- Diligently compose detailed records and documentation, preserving the integrity of physical materials for future reference and research
- Methodically craft and structure archival narratives, utilizing digital tools such as Excel and Archivists’ Toolkit to present information coherently and effectively
- Foster a collaborative writing environment by proactively engaging in written exchanges with ATS colleagues and supervisors, ensuring a seamless flow of information and ideas

Editor-in-Chief, The Silver Bullet
Olentangy Liberty High School
August 2019-June 2020
Powell, OH

- Developed, wrote and edited stories, demonstrating strong writing and editorial abilities
- Prioritized collaboration and effective communication by delegating tasks, providing constructive feedback and fostering empathetic dialogues among team members
- Managed executive correspondence, carried out interviews and maintained long-term project goals, showcasing organizational and communication skills in a journalistic leadership role

Clerical Communications Assistant
Napolet Law Group, LTD.
September 2018-April 2020
Dublin, OH

- Skillfully managed and upheld the group’s written communication streams, ensuring clarity and professionalism in all correspondence
- Acquired advanced proficiency in administrative operations, with a focus on precise written documentation, facilitating streamlined business processes through effective written records

Relevant Coursework

Business Writing
Autumn 2022

- Gained insight into how market-based values influence writing practices while maintaining a focus on inclusion, sustainability and social justice
- Learned to create a variety of professional genres, including letters, memoranda, presentations, proposals and social media plans for the Ohio Sea Grant and Stone Laboratory

Writing, Rhetoric and Literacy
Autumn 2022

- Acquired skills in crafting effective research-based arguments through data collection and analysis
- Gained expertise in formulating investigative questions to drive focused inquiry

Persuasive Communication
Autumn 2021

- Demonstrated the capability to create action-oriented, socially conscious and community-involved written projects and oral presentations