

## **Skills**

- Command of technical and business writing styles
- Fluency in MLA, APA, Chicago, and AP style guides
- Proficiency in Microsoft Office products
- Familiarity with graphic design
- Expertise in editing writing across different modes, genres, and styles
- Interpersonal communication
- Proper management in timesensitive situations
- Attention to detail

# Awards and Achievements

SUU's Top Rhetoric and Writing

Student 2022

**Dean's List** 2017-2022

LTUE Academic Panelist 2022

SUU's Festival of Excellence

Panelist 2022

**NULC Academic Panelist 2022** 

Member of the SIGMA TAU

**National English Honor** 

**Society** 2021-2022

# **Education**

## **Southern Utah University**

Bachelor of English; Rhetoric & Writing April 2022

## **Centennial Academy**

High School Diploma May 2019

# **Work Experience**

## **Initial Processor**

Village Capital & Investment

August 2019 - present

Lorin Kelsch may be contacted at (801) 727-6079

## **Student Writing Tutor**

SUU Undergraduate Writing Center

November 2021 - April 2022

Julia Combs may be contacted at (435) 691-4063

### **Loan Officer's Assistant**

**Village Capital & Investment** 

May 2019 - August 2019

Rebecca Fischer may be contacted at (928) 304-7409

### **Additional References:**

Dr. John Belk

Professor at Southern Utah University johnbelk@suu.edu (435) 865-8158