

Emma Ryder

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Writing Portfolio: emma.ryder.wixy.com

SUMMARY

(strong trait) college junior pursuing a ___degree with (a passion for/interest in (or) seeking a _____ position). Excellent ___ and ___ skills. Highly ___ with the ability to ___ and ___. (Describe hard and soft skills relevant to career goal)

EDUCATION

Bachelor of Arts in English

May 2015

University of Houston-Downtown, Houston, TX

GPA: 3.7/4.0

Related Courses: Advanced Desktop Publishing, Literary Magazine Production, Workshop in Fiction

EXPERIENCE

Intern: Staff writing

August 2013-present

Local Houston Magazine; Houston, TX

- Provide research assistance to a team of eight staff writers, resulting in increased knowledge of the journalism workplace.
- Create and publish 5 original articles based on research.
- Communicate with subjects of articles written to ensure quality and honest publication.

Writing Tutor: Writing Center

August 2011-present

University of Houston-Downtown, Houston, TX

- Teach 20+ students how to engage in “the writing process” by scheduling appointments to coincide with the writing process, including research, drafts, and final edits.
- Focus on the writer as a whole person, rather than focusing solely on presenting assignment.
- Cultivate a professional reputation with students and professors, resulting in a clientele base referred by professors or classmates.

Staff writer: Dateline Downtown

May 2014-August 2014

University of Houston-Downtown, Houston, TX

- Crafted 1 article each week for the Current Events Column to raise awareness of political issues on campus.
- Promptly met publication deadlines, contributing to the newspaper’s team of 20 staff.
- Developed sound research practices and applied interview skills learned in classes.

ACTIVITIES & AFFILITATIONS

Student Government Association	Member;	2011-present
Zeta Phi Beta Sorority	Member;	2011-present;
	Social Chair;	2012-2013
Houston Humane Society	Volunteer;	2009-2012