

Versatile writer with a diverse background looking to lend experience and enthusiasm to a dedicated team.

Accomplishments

Departmental Recognition "For outstanding contributions to the Department of Communication and Writing" - December, 2024

Dean's List - York College of Pennsylvania - 2022, 2023, 2024

Bob Hoffman Writing Award - Spring, Fall 2023

Skills

- Technical Writing
- Editing
- Public speaking
- Journalistic Writing
- Digital Skills
- Organization and time management

Work History

Kitchen Manager

The Copper Crust

April 2022 - Current

- Supervise 12-15 cooks and bakers and oversee all aspects of kitchen operations, including menu planning, food preparation, and inventory management
- Train and supervise kitchen staff, ensuring compliance with safety and sanitation standards while fostering a positive and inclusive work environment
- Implement and enforce kitchen policies to uphold quality standards, consistency, and efficiency

Content Writer Intern

York College of Pennsylvania, York, PA

September 2023 - June 2024

- Provided writing support in fast-paced environment for variety of public-facing materials.
- Researched and wrote news stories, articles and reviews for online publications. Published 2-3 articles per week.
- Completed thorough research into assigned topics.
- Utilized feedback from clients and colleagues to improve content quality.
- Proved successful working within tight deadlines and a fast-paced environment.
- Formatted content to adhere to industry-specific style guides.
- Developed and pitched story ideas to editors.
- Built, established and maintained relationships with sources.
- Collaborated with illustrators and photographers to enhance content.

Emergency Medical Technician

Northeast Adams Fire & EMS

June 2020 - September 2021

- Assessed patient conditions and communicated effectively with healthcare team members to ensure

appropriate treatment and transport decisions

- Operated and maintained emergency medical equipment and vehicles to ensure optimal functionality and readiness for emergency responses
- Responded promptly to emergency calls to provide medical treatment and stabilization to patients suffering from various medical conditions or injuries

Mover

Armstrong Relocation

August 2014 - November 2019

- Safely and efficiently packed, loaded, and unloaded household goods and furniture
- Assisted customers with moving logistics and ensured their satisfaction throughout the process
- Operated moving equipment such as hand trucks and dollies to transport items to and from moving truck
- Worked collaboratively with team members to complete moves in a timely manner

Education

Bachelor of Arts in Professional Writing December 2024

York College of Pennsylvania, York, PA

- As a Professional Writing major, my educational experience was focused on developing strong writing skills across a variety of genres and platforms. I honed my ability to craft effective business communications, creative fiction, persuasive essays, and technical documents through coursework and hands-on projects.
- One of the highlights of my educational experience was the opportunity to work on a team to produce *The York Review*, YCP's undergraduate literary magazine. This project allowed me to apply my writing skills in a professional setting, collaborating with others to meet deadlines and produce high-quality content that resonated with our target audience.
- Dean's List - Spring '22, Fall '22, Spring '23, Spring '24

Technical in Emergency Medical Technician August 2020

Harrisburg Area Community College, Harrisburg, PA

- In pursuit of a career as an Emergency Medical Technician (EMT), I completed a rigorous Associate degree program in Emergency Medical Services at Harrisburg Area Community College. The curriculum covered topics such as anatomy and physiology, patient assessment techniques, medical emergencies, and trauma care.

High School Diploma June 2007

Dallastown Area High School, Dallastown, PA

Affiliations

- Fall 2022: Staff Writer *The Spartan*
- Spring 2023: Staff Editor at *The York Review*, York College's undergraduate literary magazine
- Spring 2023: Host of *The Rough Draft Podcast*, York College's literary podcast
- Spring 2024: Editorial Assistant - *Young Scholars in Writing Vol. 21*
- Spring 2022-Spring 2024: Intern/Writer for the Communications Department at York College and for YCP Magazine

References

Mary Dolheimer, Former Editor at *YCP Magazine*
Editor and Internship Supervisor at *YCP Magazine*

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Dr. Mike Zerbe, Professor of English at York College of Pennsylvania
Academic Advisor
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Caitlin Leaman, Manager at The Copper Crust
717-586-8389

Paul Vigna, Writer/Editor at PennLive.com
Editor/Faculty Supervisor - *The Spartan*
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