

Martin Writer

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EDUCATION

Bachelor of Arts in English, minor in Communications

June 20XX

Augusta University, Augusta, GA

- GPA: 3.55
- Study Abroad London

April 20XX

RELATED EXPERIENCE

Editorial Intern, Augusta Magazine, Augusta, GA January 20XX - December 20XX

- Contributed to the day to day workings of publisher activities in editing, design, sales, and marketing.
- Checked facts and did research for guidebooks and regional publications.
- Read and evaluated unsolicited manuscripts for the assistant editor.
- Contributed and rendered design ideas during weekly design meetings.
- Proofread copy and supported the production staff.
- Assisted in developing the 2011 catalog.
- Served as a liaison with local and regional bookstores.
- Assisted with answering queries from booksellers throughout the U.S. and Canada.
- Invited to stay on for an additional quarter after the first quarter by the assistant editor.

Editorial Staff, *Bricolage* literary arts magazine, Seattle, WA May 20XX - June 20XX

- Read and evaluated over 200 short fiction submissions by UW students, faculty, and staff
- Participated in editorial meetings to determine the journal's fiction selections.
- Assisted with post-publication public relations and marketing efforts.
- Coordinated the annual *Bricolage* reading at Barnes & Noble.

COMPUTER SKILLS

Proficient in the use the following programs: MS Word, Excel, and Outlook; Macromedia Fireworks and Dreamweaver; Adobe Illustrator and Photoshop; some experience with MS Access.