



CONTACT ME

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EDUCATION

- Bachelor of Arts, English | Michigan State University (East Lansing, Michigan, May 2007)
- Additional concentrations: Creative Writing, Journalism, Spanish
 - Study abroad: English Literature and Writing (London, UK, July–August 2006)

EXPERIENCE

FREELANCE/CONTRACT (Grand Rapids, Michigan, January 2012–present)

Writer, Proofreader, and Graphic Designer

- Specializes in web copywriting and content creation, CMS uploading, proofreading, and print copy.
- Specializes in logo design and branding for small businesses and production design work for print and web (including ads, brochures, magazines, banner ads, web assets, and wireframes).

SPECTACLE DESIGN STUDIO (Grand Rapids, Michigan, January 2012–present)

Principal, Invitation & Stationery Designer

- Manage the day-to-day operations (customer service, finances, research, communications).
- Design wedding invitation suites, personalized stationery, and greeting cards.

GORDON FOOD SERVICE (Grand Rapids, Michigan, November 2010–December 2014)

Graphic Designer, Image Processor, and Proofreader/Copywriter

- April 2012–December 2014: Freelance graphic designer, image processor, and proofreader.
- Dec. 2011–April 2012: Chief proofreader and copywriter on all projects for creative department.
- Nov. 2010–Nov. 2011 (Contract): E-commerce image processing, ad and promotional design, entering metadata.

THE GREAT BOOKS FOUNDATION (Chicago, Illinois, September 2008–September 2010)

Editorial Project Manager, Post-Secondary Programs and the Common Review magazine

- Managed the editing, scheduling, advertising, budget, production, and distribution of the magazine.
- Assisted department head with editorial and marketing development; copy editing.
- Production and Design Associate* (promotion June 2009): Designed ads and book covers.

J-AD GRAPHICS (Lowell, Michigan, August 2007–September 2008)

Editor-in-Chief and Sports Editor, the Lowell Ledger

- Managed the editing and production of the Lowell Ledger, a weekly newspaper.
- Chief duties: content editing, reporting, photography, design layout, and full sports coverage.

THE BIG GREEN, MSU's online magazine (East Lansing, Michigan, January 2005–May 2007)

Managing Editor

- Managed the editing and writing of the Big Green, uploaded content to website, and copy editing.
- Organized the layout, design, and editing for first annual print issue.

WOMEN FOR SUSTAINABLE DEVELOPMENT (Washington, D.C., January 2007)

- Chosen to attend conference by the NWF; Co-chair, Step It Up! campaign, East Lansing chapter.

VOLUNTEER

CREATIVEMORNINGS GRAND RAPIDS (Grand Rapids, Michigan, January 2015–present)

Photographer and Logistics

AIGA WEST MICHIGAN (Grand Rapids, Michigan, February 2014–present)

Copywriting Chair