

Jane Doe

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EDUCATION

University of California, Riverside (UCR), Riverside, CA

Master of Fine Arts, Creative Writing/Writing in Performing Arts

Jun 2025

Bachelor of Arts, Creative Writing

Jun 2021

RELATED EXPERIENCE

Blog Writer/Web Content Developer, XXXXXXX Web, Remote

Sep 2023 - Present

- Researched and wrote weekly blog content on mental health for a women's site with over 50K monthly visitors
- Interviewed public health experts to create tips and resources for blog subscribers
- Assisted with social media efforts by creating Instagram and Facebook posts to promote new blog content

Staff Writer, XXXXXXX Magazine, Riverside, CA

Sep 2021 - Jul 2023

- Brainstormed article ideas and wrote alumni features for a UCR quarterly magazine with over 20K circulation
- Served as interim editor for 3 months managing a team of 5 writers and planning magazine content
- Conducted interviews with alumni and crafted profiles highlighting their accomplishments
- Coordinated with designers on layouts and ensuring content fits within space constraints

TEACHING EXPERIENCE

Teaching Assistant, Department of Creative Writing, UCR

Oct 2023 – Present

- Facilitated discussions for undergraduate creative writing course with 40 students
- Developed weekly writing exercises and provided feedback on student fiction writing

Writing Tutor, XYZ School District, Riverside, CA

Jan 2020 – Mar 2021

- Tutored 15 high school students on essay writing skills for AP English classes
- Created custom writing exercises to improve student's personal statement writing

SKILLS

Writing/Editing: Content writing, copywriting, technical writing, video editing, Adobe Creative Suite

Social Media: Facebook, Instagram, LinkedIn, Hootsuite

CMS: WordPress, Drupal

PORTFOLIO

Mental Health Blog Content Samples: <https://example.com>

Magazine Article Writing Samples: <https://example.com>

Fiction Writing Exercises for UCR Creative Writing Course