**NAME**

518-925-94791• [f-lastname@onu.edu](mailto:f-lastname@onu.edu)

[http://www.linkedin.com/pub/first-lastname](http://www.linkedin.com/pub/alexandria-hartsel/49/a0/552)/9244

**EDUCATION:**

**Ohio Northern University** – Ada, OH

Bachelor of Arts in Creative Writing, expected May 20XX

Minors in Professional Writing

* Dean’s List, College of Arts and Sciences – 5/8 semesters
* Sigma Tau Delta (international English honorary society) – inducted on April 20XX.
* Pi Delta Phi (French National Honor Society) – inducted on May 20XX.
* Alpha Lambda Delta and Phi Eta Sigma (freshman honorary societies) - inducted May 20XX.

**HONORS & AWARDS:**

* Runner up, *emedia* Spring 20XX contest, Creative Writing: Short Story genre.

**EDITORIAL AND PUBLICATION EXPERIENCE:**

***Polaris Literary Magazine*** – Ohio Northern University, Ada, OH (www.polarismag.org)

* Co-Editor-in-Chief, *Polaris*. 20XX/20XX.
* Collaborated with Co-Editors, faculty advisor, and staff to publish and promote the magazine, and its sponsored events.
* Promotional Director, *Polaris*. 20XX/20XX.
  + Advertised the submission process and sponsored social events; organized sponsored events.
* Attended AWP National Writer’s Conference, Chicago, IL, March 20XX; worked book fair table, promoted the publication to book fair attendees, attended panels and discussions.
* Staff, *Polaris*. 20XX/20XX.
* Promoted the publication and events by hanging posters, attended and read at sponsored events.
* Attended *Winter Wheat Festival*, Bowling Green State University, Bowling Green, OH, November 20XX; worked book fair table, promoted the publication to book fair attendees, attended panels and discussions.

***emedia***, multi-media online publication – Ohio Northern University, Ada, OH (http://webstu.onu.edu/emedia/)

* Promotional Director, *emedia*. 20XX/20XX.
  + Drafted promotional emails to campus community to promote submissions process.
* Staff, *emedia*. 20XX/20XX.
  + Generated written content for the Creative Writing subpage.
* Poetry editor, *emedia’s* Second Annual Submission Contest. Spring 20XX.

**Northern Review**, student-run weekly newspaper – Ohio Northern University, Ada, OH

* Co-Copy Editor, *Northern Review*. October XX, 20XX Issue.
* Reporter, *Northern Review*. Spring 20XX.

**LANGUAGE SKILLS:**

* French – Intermediate

**COMPUTER SKILLS:**

* Microsoft Office, Adobe InDesign, Adobe Photoshop, Macintosh platform, PC platform

**ACTIVITIES:**

**Professional**

* Read creative works at university sponsored events. Fall 20XX, Spring 20XX, Spring 20XX, Fall 20XX, Spring 20XX.
* Read original creative work with fiction writer Firstame Lastname, Ohio Northern English Department Speaker Series. Spring 20XX.
* Read original creative work with poet Firstame Lastname, Spring Celebration of the Arts. Spring 20XX.
* Read creative work with poet Firstame Lastname, Spring Celebration of the Arts. Spring 20XX.

**Extracurricular**

* Women’s Ultimate Frisbee Club, Ohio Northern University, 20XX/20XX and 20XX/20XX.

**Volunteer Work**

* Swim Instructor, Men’s and Women’s swim team, Ohio Northern University. Fall 20XX.

**WORK EXPERIENCE:**

**English Department, Ohio Northern University** – Ada, OH

August 20XX to Present

Front Desk

* Direct callers, make photocopies, sort department mail, and assist professors and students when needed.

March 20XX to May 20XX

Tutor

* Assisted a non-traditional ESOL student with written work, and the interpretation and discussion of assigned readings.

**Intramural Sports, Ohio Northern University** – Ada, OH

March 20XX to April 20XX

Volleyball

* Supported competitions by equipping and un-equipping gymnasium, kept score, and assisted students with the schedule.

**Village of Marysville Pool** –Marysville, OH

Summers 20XX, 20XX, 20XX

Lifeguard and Swim instructor

* Maintained facility cleanliness and safety, group and private swim instructor, facilitated customer satisfaction.
* Lifeguard, First Aid, and CPR/AED recertified as of May 20XX.

*#POLARPARDISE  #SKILLSFORLIFE  #WeGotThis#PolarCareersRocks  #OrangeDoor2ndFloor*

Polar Careers, Student Success Center | Division of Academic Affairs

**OHIO NORTHERN UNIVERSITY**

PHONE: 419-772-2145  |  EMAIL: career@onu.edu  |  WEB: https://my.onu.edu/polar-careers

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