

Elise English

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Writing Portfolio Website: <https://rhodyram.wixsite.com/mysite>

Education

University of Rhode Island (URI), Kingston, RI

December 2020

Bachelor of Arts in English

Bachelor of Arts in Writing & Rhetoric

GPA: 3.67/4.00, Dean's List 2018 - 2020

Writing & Editorial Experience

Undergraduate Writing Consultant, *URI Writing Center,* URI

January 2020- December 2020

- Assist college students with writing research papers, creative essays, analytical essays, and personal statements.
- Coach students to become better writers by providing them with the tools and techniques needed to be self-sufficient in their writing abilities.

Teaching Assistant, *USC 160 Success in Higher Education,* URI

October 2020-December 2020

- Work closely with the professor on material to provide a collaborative classroom environment.
- Assist students in the class with the assignments, provide feedback and one-on-one meetings for further discussion of the material.

Ether(bound) Editorial Board, *URI Literary Magazine,* URI

January 2019-December 2020

- Receive and review submissions of student writers, discuss the aspects of each piece and vote on the inclusion into the magazine issue.
- Compile all of the accepted submissions, email students, review the final issue before releasing.

Entertainment Writer, *The Good Five Cent Cigar,* URI

September 2017-May 2018

- Receive assignment and subject to focus on, conduct interviews, and take field notes.
- Draft and revise a cohesive story about the play, musical, TV show, movie or other entertainment subject.

Work History

Inventory Specialist, *J. Lawrence & Associates,* Windham, NH

June 2017-Current

- Travel to vehicle dealerships within the New England area and complete physical inventory counts to reconcile computer inventory against physical inventory.

Listing Assistant, *Brother9112,* Online

January 2017-August 2020

- Work directly with management to brainstorm, and discuss strategies.
- Copy, log, and scan supporting documentation and organize inventory.

Community Service

Active Member, *Rotaract Club,* URI

September 2018-May 2019

- Collaborated with 20 members to complete acts of community service.
- Community service assistance involved setting up events at Peace Dale Elementary and cleaning the campus.

Skills

- Proficient in working with Apple Computers, iOS Software, and Pages
- Proficient in working with PC Computers, Microsoft Office (Word, PowerPoint, Excel)
- Social Media: Proficient with developing engaging content on Instagram, Twitter, and Soundcloud.