

PAIGE QUINN

North Andover, MA | (555) 123-1234 | pquinn@uri.edu | linkedin.com/paigequinn

EDUCATION:

University of Rhode Island, Kingston, RI

Harrington School of Communication & Media

Bachelor of Arts: Professional & Public Writing | Minor: General Business

May 2024

GPA: 3.2/4.0

ACADEMIC PROJECTS:

Proposal Writing with Clients, Partnership with International Game Technology (IGT)

University of Rhode Island

September 2021 - December 2021

- Wrote and developed winning business proposals for a global gaming solutions company, delivering services to operators across 100 companies on six continents
- Collaborated with team of 6 students to research and create fundable grant proposals; successfully obtained \$10K in funding from university sources

RELEVANT EXPERIENCE:

Writing Center Tutor

January 2021 - Present

University of Rhode Island | Kingston, RI

- Deliver personalized writing instruction to over 100 students annually through one-on-one and group tutoring sessions
- Represent Center at academic events and workshops, educating 500+ students on available services and resources
- Complete 30 hours of intensive tutor training in writing pedagogy, reflection strategies, and teaching methods
- Mentor new tutors on best practices for grammar, punctuation, clarity, and organization

Writing Intern

January 2023 - May 2023

Quarto Group Publishing | Beverly, MA

- Provided copyediting and structural enhancement for 15 manuscripts prepared for commercial publication
- Researched and submitted manuscript metadata to Library of Congress catalog for improved discoverability
- Curated images and illustrations to align with author vision and strengthen visual storytelling for publications

Grant Writing Intern

January 2022 - December 2022

Southern Rhode Island Conservation District | Kingston, RI

- Researched and authored five grant applications for local ecological preservation and renewal projects, securing over \$50K in municipal funding
- Created written content and designed layout for 10-page biannual newsletter distributed to 5K+ community members
- Provided copyediting for city documents including the Local Food Guide, 80-page annual report, parcel mapping data sheets, and land use proposal reviews.

CAMPUS INVOLVEMENT:

Staff Writer

December 2022 - Present

The Good Five Cent Cigar | Kingston, RI

- Pitch and write an average of 2 weekly stories spanning hard news, lifestyle, arts, and campus event coverage for student newspaper
- Produce 75+ articles annually, adhering to strict print deadlines while demonstrating versatility across investigative features, profiles, reviews, and breaking news
- Secure and conduct interviews with sources ranging from students to University President

Secretary & Contributing Editor

January 2022 - Present

Ether(Bound) Literary Magazine | Kingston, RI

- Provide constructive feedback on 50+ creative writing and artwork submissions, managing and guiding contributors from submission through publication
- Drive awareness and grow membership by managing social media presence and hosting 3 open-call promotional events on campus
- Launch magazine release reception and 2 critique workshops to bolster exposure and increase issue circulation