

Janelle N. Wing

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Objective Seeking a position to use acquired professional writing skills to benefit a company in their endeavors. A current student interested in working collaboratively in a creative and growth-oriented field.

Education *Grand Valley State University*
Bachelor of Arts in Professional Writing, Minor in Business
Graduate in April 2010 Cumulative GPA: 3.910

Honors and Awards

- On Dean's List for all semesters
- Academic Excellence Award
- Leader of National Honors Society

Course Work

- Creative Writing Workshop
- Principles of Managerial Accounting
- Writing with Style
- Introduction to Professional Writing
- Managerial Finance
- Document Production and Design
- Intermediate Fiction Workshop
- Marketing Management
- Business Communication
- Intermediate Nonfiction Workshop
- Writing for the Web

Work Experience *Writing Consultant*, Grand Valley Writing Center, Allendale, MI
August 2009-Present

- Discuss writing process with fellow students
- Consult with students about issues with writing and particular papers
- Give advice and recommendations for corrections and changes to be made in students' papers
- Facilitate discussions in groups with students in various writing courses
- Direct students to various resources available for writers

Sales Associate, Kirlin's Hallmark, Grandville, MI
June 2004-Present

- Provided excellent customer service
- Performed normal functions such as being proficient with the registers and being knowledgeable about the company's products
- Promoted to full time position as Assistant Manager
- Performed skills involved in ordering product, hiring associates, making schedules, completing daily and monthly paperwork, and opening and closing the store

Advanced Skills

- Microsoft Office Systems
- POSX Register Systems
- Managing Experience
- Customer Service

Intermediate Skills

- Adobe InDesign Software
- Accounting
- Finance
- Marketing
- WordPress
- Dreamweaver

References Available Upon Request