

Olivia R. Fowler

Editor & Technical Writer

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EDUCATION

- Missouri State University — *Master of Arts in Writing* Expected: Dec. 2023
- Accelerated Master of Arts, Technical and Professional Writing track. 4.00/4.00 GPA
 - Sigma Tau Delta English Honors Society, vice president 2022-23.
- Missouri State University — *Bachelor of Science, Technical & Professional Writing* Dec. 2021
- Member of the Honors College, Accelerated Program. Dean's List
 - Honors Distinction Project in Professional Writing, "The Editor-Author Partnership."

WORK EXPERIENCE

- Beau Monde Traveler — *Staff Writer* July 2023 – Present
- Research and write engaging content about luxury hotels, destinations, and fine dining.
 - Pitch potential collaborations with well-known hotels, restaurants, and PR agencies.
- Fowler Allergy Clinic — *Content Strategist* March 2023 - Present
- Create engaging brochures and pamphlets to clearly communicate content for Fowler Allergy.
 - Edit and enhance website content, particularly the recipe section, to improve online presence.
- Missouri State University — *Strategic Communication Graduate Assistant* Jan. 2022 - Present
- Write four magazine profiles for the publications *Mind's Eye* and *Missouri State Magazine*.
 - Research, interview, write, and edit 50+ articles in AP style for the MSU News website and blogs.
 - Record, edit, and publish the *Health Queries* podcast.
- Missouri State University — *Resident Assistant* April 2019 - May 2021
- Built an inclusive community of 14-35 residents through programming and collaboration.

VOLUNTEER EXPERIENCE

- Missouri State University — *Client Projects* March 2019 - Present
- Collaborate with a diverse range of clients to develop and enhance documents tailored to meet their specific requirements.
- Freelance — *Editor* July 2019 - Present
- Edit and proofread content, format, and structure by providing feedback and levels of edit.

SKILLS

- Microsoft Office
- Adobe InDesign and Photoshop
- HTML/CSS
- Sharepoint
- WordPress
- ChatGPT
- MailChimp
- G Suite
- Teamwork

CERTIFICATES AND AWARDS

- Editing and Publishing Certificate, 2022.
- Workplace Writing Certificate, 2021.
- YA and Children's Lit. Certificate, 2022.
- Provost Scholarship, 2018 – 2021.
- R. Haswell Memorial Scholarship, 2021.
- K. Sutliff English Scholarship, 2022.