**Edgar Frost Shakespeare**

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**EDUCATION**

**Chestnut Hill College**, **Philadelphia, PA**

*Bachelor of Arts* in English Literature, May 20xx

*Minor:*  Creative Writing

GPA: 3.79

**RELEVANT EXPERIENCE**

**Philadelphia Magazine, Philadelphia, PA**

Intern, *June 20xx - Present*

* Interact daily with editorial staff and the many facets of the publishing industry
* Generate content for various issues
* Develop programming to promote exposure for the magazine
* Conduct research (primary and secondary) for various articles
* Fact-check articles to be published in issues
* Update and write content for the newsletters and website, as well as create slideshows and optimize print articles for the web

**Writing Center, Chestnut Hill College, Philadelphia, PA**

Head Tutor, *September 20xx - Present*

* Supervise approximately 8 peer tutors
* Edit the work of students who require assistance in their assignments
* Coordinate schedules of various tutors

**LEADERSHIP EXPERIENCE**

**Sigma Tau Delta, Chestnut Hill College, Philadelphia, PA**

President, *September 20xx - Present*

* Create events designed to bring together the Sigma Tau Delta community
* Assist the English Department head with various administrative duties

**Student Government Association, Chestnut Hill College, Philadelphia, PA**

Vice President of Communication, *September 20xx - Present*

* Construct and distribute the CHC Weekly newsletter
* Generate, provide input, and advertise for various Student Government sponsored events

**The Griffin School Newspaper, Chestnut Hill College**, **Philadelphia, PA**

Online Editor, *September 20xx - May 20xx*

* Established new position and defined duties
* Coordinated writers to meet deadlines

**COMPUTER/LANGUAGE SKILLS**

* Fluent in writing and speaking French, basic Spanish skills
* Extensive experience with sites such as Wordpress, Tumblr, and Blogspot
* Proficient with Adobe InDesign, Microsoft Word, Microsoft PowerPoint, Microsoft Bookings, and Canvas