

# Jane Austin

Relocating to Atlanta, GA | (478) 445-5384  
[janeaustin@mga.edu](mailto:janeaustin@mga.edu)

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## OBJECTIVE

Seeking full-time position as an Editorial Assistant for a publishing house, newspaper or magazine.

## EDUCATION

Middle Georgia State University  
**Bachelor of Arts: English**

May 2020  
GPA: 3.37

## SOFTWARE & SOCIAL MEDIA SKILLS

Proficient: MS Word, Excel, PowerPoint  
Working Knowledge: Adobe InDesign, PhotoShop  
Social Media Platforms: WordPress, Blogger, Tumblr

## EXPERIENCE

The Statement – MGA Campus Newspaper

Macon, GA  
Aug 2017 - Present

### Editorial Page Editor / Staff Writer

- Create editorials and write articles on news, arts and entertainment, and sports.
- Plan layout of the arts and entertainment page.
- Collect research on sports, arts and entertainment topics for interviews and meetings.

The Fall Line Review

Macon, GA  
Aug 2018 – May 2019

### Assistant Editor

- Promote journal to students, faculty, and community members through social media and campus outreach increasing number of poetry entries for yearly publication by 2%.
- Create and edit 25 page layouts using InDesign.
- Communicate with a team of five student members on art editing decisions and creative direction.

## WORK EXPERIENCE

Outback  
Server

Macon, GA  
May 2015 – Aug 2016

- Provided outstanding customer service in a fast-paced and changing environment.
- Used problem solving and time management skills to balance multiple tasks.
- Assisted in training of new hires regarding company best practices.

## CAMPUS LEADERSHIP

MGA Office of Study Abroad  
**Study Abroad Ambassador**

Macon, GA  
Aug 2017 – present

- Present information about study abroad programs to classes and student organizations ranging in size from 10 to 65.
- Assist with the set-up and implementation of the Study Abroad Fair that brings over 200 attendees.

## HONORS

Sigma Tau Delta Honor Society  
HOPE Scholarship

Jan 2016 – present  
Aug 2016 – present

# RESUME ACTION VERBS

When describing your experiences, start each bulleted phrase with a strong action verb to demonstrate a specific skill. Avoid starting your phrases with the words “responsible for.” Instead, you want to provide the reader with a visual of how you acted on the job. Use the words listed to create a clear picture of your experiences.

## Management / Leadership Skills

- assigned
- attained
- chaired
- collaborated
- consolidated
- contracted
- cooperated
- coordinated
- delegated
- directed
- enforced
- enlisted
- executed
- expedited
- facilitated
- governed
- improved
- increased
- initiated
- inspired
- led
- listened
- managed
- mediated
- motivated
- oversaw
- planned
- prioritized
- produced
- recommended
- represented
- reviewed
- revitalized
- scheduled
- shaped
- strategized
- strengthened
- spearheaded
- supervised

## Communication Skills

- addressed
- arbitrated
- authored
- clarified
- conveyed
- convinced
- corresponded
- directed
- drafted
- edited
- explained
- formulated
- influenced
- informed
- interpreted

- interviewed
- lectured
- mediated
- moderated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recruited
- reported
- summarized
- translated

## Research Skills

- analyzed
- calculated
- collected
- compared
- conducted
- critiqued
- defined
- evaluated
- examined
- extracted
- forecasted
- formulated
- gathered
- identified
- inspected
- predicted
- quantified
- reviewed
- summarized
- surveyed
- systematized
- tested

## Technical Skills

- analyzed
- assembled
- built
- calculated
- computed
- constructed
- designed
- devised
- engineered
- fabricated
- located
- maintained
- modified
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- supplied

## Teaching Skills

- upgraded
- adapted
- advised
- coached
- communicated
- coordinated
- demonstrated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- instructed
- persuaded
- set goals
- stimulated
- trained

## Financial Skills

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecasted
- marketed
- planned
- projected

## Creative / Design Skills

- acted
- built
- choreographed
- composed
- conceptualized
- created
- customized
- designed
- directed
- entertained
- established
- fashioned
- founded
- illustrated
- incorporated
- instituted
- integrated
- introduced
- invented

- originated
- performed
- photographed
- planned
- revitalized
- shaped

## Helping Skills

- administered
- assessed
- assisted
- clarified
- coached
- communicated
- coordinated
- counseled
- demonstrated
- diagnosed
- dispensed
- educated
- evaluated
- expedited
- facilitated
- familiarized
- guided
- monitored
- motivated
- operated
- performed
- recorded
- referred
- rehabilitated
- represented

## Clerical / Detail Skills

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specified
- systematized
- tabulated
- validated

