

# Chris Lownie

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## ***SUMMARY***

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- Three-year history of independent writing and editing, conducted in a variety of professional environments.
- Excellent quality of writing and experience in an academic environment, 4.0 GPA within the subject of English.
- Proven ability to work under pressure, tight deadlines, within large groups of peers, and in a variety of circumstances whilst creating quality content.
- Dictated hands-on meetings and interviews with management and clients in order to determine effective paths and choices necessary for the completion of a product or article.

## ***EDUCATION***

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### **Bachelor of Arts in English**

Journalism Minor

SUNY Albany, New York

Graduated in May of 2020, *summa cum laude*

Completed Undergraduate Thesis: "*The Pen as Your Sword: Writing Through the Lens of Depression*"

GPA: 3.75

### **Master's in English**

SUNY Albany, New York

Expected Graduation in May of 2021

## ***PROFESSIONAL EXPERIENCE***

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### **SUNY Albany | Albany, NY | January 2017 - May 2017**

Student Volunteer, Social Media Manager & Interviewer, Student Media

- Assisted in creation, management, and proofreading of advertisements and student alerts.
- Completed several articles within tight deadlines, including interviews in the Fraternity & Sorority magazine published in Fall of 2017.
- Worked with a large team of other students to create a cohesive social media presence.

### **About Jobs Career Management LLC | North Caldwell, NJ | June 2017 - November 2019**

Secretary & Copy Editor

- Worked remotely to assist clients with the content and formatting of resumes, cover letters, social media profiles, and other relevant documents.
- Took one-on-one calls and meetings with clients in order to determine resume contents.
- Reviewed, proofread, and edited guidebook formats later published by the company.
- Managed spreadsheets to document customer statuses and hours of other company employees.

## ***SKILLS***

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- Creative and academic writing
- Copy-editing, proofreading
- Interviews, structuring articles
- Marketing, social media fluency
- PC and Mac computers
- Microsoft Office software, including Word, Excel, Powerpoint
- Spreadsheets and HTML programming
- Conversational in Spanish