

# Ellie Gordon

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## Education

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### George Fox University, Newberg, OR

Bachelor of Arts, English (Expected 2017)

GPA 3.8

Related Coursework: Journalism, Web Design, Professional Writing, Grammar and Editing, Marketing

## Related Experience

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### The Crescent, George Fox University

Newberg, OR

*News Editor*

September 2015—present

- Oversee student reporters and provide feedback on their writing
- Edit articles for mechanics and content to facilitate writer's growth and ensure content quality
- Design layout for the news section of the paper to increase reader appeal
- Assisted in rebranding of the newspaper with improved written and visual content, resulting in increased readership

### IDEA Center, George Fox University

Newberg, OR

*Intern*

September 2015-present

- Assist students with writing resumes and cover letters and developing LinkedIn profiles
- Coach students 1:1 to help them portray their skills and experience accurately and well through talking with them about their experiences and future goals
- Helped develop presentations and handouts on topics such as LinkedIn optimization, job search strategies, and resume writing

### The Crescent, George Fox University

Newberg, OR

*Reporter*

September 2014—May 2015

- Wrote 2-3 articles of varying styles (news, features, opinions) each month and one per week online
- Managed tight deadlines and multiple articles at once by establishing a timeline for execution

## Additional Experience

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### Café Del Mundo

Salem, OR

*Barista*

Summer 2013 and 2014

- Provided high quality customer service while taking orders, making coffee, and delivering food and drinks to tables, often doing multiple tasks at once
- Proactive in finding tasks during slow shifts, such as deep-cleaning and rearranging displays
- Participated in team meetings and helped brainstorm new ways to appeal to customers and further the company's mission
- Helped take inventory and communicate with manager and chefs about what needed to be ordered
- Handled cash transactions and daily deposits

## Skills

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Adobe Photoshop, Illustrator and InDesign, Microsoft Office, HTML, Social Media, YouTube