

**EXPERIENCE****Editing Intern | Elsevier (May - July, 2015)**

- Converted 200-page MS Word document into an online format
- Created and edited articles in an online publishing tool Confluence
- Reviewed and provided feedback for product-specific online help systems
- Collaborated with subject matter experts for articles' accuracy and clarity

**Copyeditor and Writer | Rotoscopers (January 2015 - Present)**

- Copyedit animation news articles
- Evaluate and edit reader-submitted articles
- Review and format articles' images and tags
- Write animation articles

**Editor | Channels Undergraduate Research Journal (August 2016 - Present)**

- Review and edit submitted articles
- Generate online content for journal's web pages
- Publish articles in digital and print format
- Coordinate meetings with editorial board and supervisor

**Engineering Lab Grader | Cedarville University (November 2016 - Present)**

- Grade students' lab reports according to writing assignment's rubric

**VOLUNTEER****Secretary | Society of Professional Writing (August 2016 - Present)**

- Write down the minutes for meetings
- Organize minutes into readable form
- Perform other duties as assigned

**EDUCATION****Cedarville University | Cedarville, Ohio**

- Bachelor of Arts in Professional Writing and Information Design
- Minor in Intercultural Communication
- GPA 3.9
- Anticipated graduation: May 2017

**PORTFOLIO**

<http://kellyconleyportfolio.weebly.com/>

**SKILLS**

- Writing
- Editing
- Technical documentation
- Online content writing
- Instructional design
- Report writing
- User experience
- Microsoft Word
- Microsoft PowerPoint
- Adobe InDesign
- Adobe Illustrator
- HTML and CSS

**RELEVANT COURSES**

- Technical Editing
- Style and Mechanics for Writers
- User Experience for the Web
- Documentation Design
- Instructional Design I & II
- Designing Online Information I
- Intercultural Communication
- Marketing Communication