

Kaylin Ruth Johnson

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Education

Ferris State University
May 2021

B.A. in English
Minor in Advertising-IMC
Minor in English Professional Writing
Minor in Creative Writing
Certificate in Journalism

3.8 GPA

Skills

Grammar and
Proofreading

Word Processing
Software

Editing

Office Suite: 9
Google Suite: 9
iWork Suite: 8

Adobe Suite

InDesign: 8
Photoshop: 6

Written and Verbal
Communication

Web Design

kaylinruth.com
dmsubs.com

Grant Writing

Research and Analysis

Professional Writing

[RecipeLion](http://RecipeLion.com)
[The Daily Press](http://TheDailyPress.com)

Basic HTML
Knowledge

Honors

Outstanding Student in English 2021

Outstanding Writer in the English Major 2021

Outstanding Professionalism 2021

Sigma Tau Delta, English Honor Society Member

Experience

Editor, Prime Publishing LLC, Northbrook, IL, May 2021 to present

- Newsletter creation
- Keyword research and SEO
- Write articles for FaveCrafts.com

Managing Copy Editor, The Torch, Big Rapids, MI, August 2019 to May 2021

- Proofed and reworked articles
- Knowledge of InDesign
- Edited at various stages in the newspaper production process
- Trained in and managed new copy editors

Freelance Copy Editor, The Upbeat Sports, Escanaba, MI, June 2020 to January 2021

- Edited articles for local sports website
- Worked with writers of varying skill levels

Editorial Intern, Prime Publishing LLC, Northbrook, IL, May 2020 to August 2020 and December 2020 to January 2021

- Wrote articles for RecipeLion.com
- Gained experience working with a CMS
- Experienced remote working possibilities
- Basic knowledge of HTML

Reporting and Editing Intern, The Daily Press, Escanaba, MI, June 2019 to August 2019

- Proofed articles and edited news releases
- Covered business meetings
- Conducted phone and in-person interviews

Assistant Manager, D&M Subs, Escanaba, MI, June 2016 to June 2020

- Managed social media
- Designed new website
- Trained team members