

Kaylin Ruth Johnson

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Big Rapids, MI 49307

Education

Ferris State University

May 2021

B.A. in English
Minor in Advertising Integrated Marketing
Communications
Minor in English Professional Writing
Certificate in Journalism

3.8 GPA

Skills

Grammar and
Proofreading

Research and Analysis

Editing

Word Processing
Software

Adobe Suite

InDesign: 7
Photoshop: 4

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

Web Design

kaylinruth.com
dmsubs.com

Written and Verbal
Communication

Grant Writing

Professional Writing

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

Creative Writing

Honors

Sigma Tau Delta, English Honor Society Member

Honorable Mention in the Ferris PRISM
competition 2020

Experience

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

- Proof and rework articles
- Knowledge of InDesign
- Edit at various stages in the newspaper production process
- Train in and manage new copy editors

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

- Edit articles for local sports website
- Work with writers of varying skill level

Editorial Intern, Prime Publishing LLC, Northbrook, IL, May
2020 to August 2020

- Wrote articles for RecipeLion.com
- Edited email newsletters
- 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 rewrote 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 new team members

Grant Writer, The Mental Health Foundation of West Michigan,
Grand Rapids, MI, October 2018 to December 2018

- Researched benefits of mental health care in clinical databases
- Revised proposal layout as needed