Kim Tran

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Objective A summer internship in the editorial department of a publishing firm

Education University of Illinois, Springfield - 2010
    Bachelor of Arts
    Major: English Cumulative GPA: 3.7/4.0
    Minor: Economics GPA in Major: 3.9/4.0

Experience *News Editor April 2003 – present*
- Conceptualize, assign, write, and edit news stories for daily paper
- Meet increasing design and content needs
- Increased number of new stories covered each issue from less than 3 to 4.4
- Employ and supervise staff of 15 news writers
- Lay out all news pages using QuarkXPress

Assistant News Editor February – April 2003
Copy Editor, Staff Writer September 2001 – February 2003
- Expanded and polished writing and professional skills by covering a variety of news stories, including community and in-depth articles
- Edited all copy for clarity, grammar and style

<u>The Undergraduate Review</u>, University of Minnesota
Managing Editor 2003 – 2004
- Led development of campus academic magazine in position usually held by two-person team
- Recruited and supervised six-member editorial board and two-member layout and design staff
- Worked with writers in editing and polishing selections for publication
- Petitioned for project's funding
- Arranged for production with professional printing firm and handled distribution

Experience *Receptionist Summers and holidays, 2001 – 2003*
    Answered calls and handled daily schedules for 12 stylists. Greeted customers.

Manpower Temporary Services Des Moines, IA
    Office Temporary Summers and holidays, 2000 – 2001

Honors and Awards Dean's List each semester Alumni Scholarship
Gamma Upsilon, media honorary

Computer Skills IBM and Macintosh literate, Microsoft Word, QuarkXPress, Illustrator, Photoshop, Dreamweaver