



EMILEE PERDUE

Editorial Intern

PROFILE

I am a soon-to-be college graduate eagerly searching for a position at a lifestyle and travel magazine. I am passionate about travel and culture in Florida. I have editing and writing experience through my education and past part-time jobs. I perform well in demanding environments and am a diligent worker.

CONTACT

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1805 Lilac Lane, Tallahassee, FL 32303

EDUCATION

Florida State University

- Bachelor of Editing, Writing, and Media
- Bachelor of Family and Child Science

WORK EXPERIENCE

Hadassah's Hope

Administrative Assistant I 2020-Present

- Draft and edit biweekly outreach reports
- Edit, design, and compose monthly online newsletters
- Organize and track volunteer and donation data

FSU Morcom Aquatics Center

Head Lifeguard I 2018-2021

- Lifeguarded for the FSU Swim Team and other training participants
- Created monthly newsletters and flyers
- Maintained social media accounts

Digi-Clips

Photography Assistant I 2015-2016

- Assisted with posing during photoshoot
- Executed administrative duties during photoshoot

SKILLS

EDITING



MICROSOFT
OFFICE



COPYWRITING



ADMINISTRATIVE
TASKS

