

ZACH K. MUSKETEER

3800 Victory Pkwy, Cincinnati, OH | 513-745-3141 | career@xavier.edu

EDUCATION

Xavier University

Cincinnati, OH

Bachelor of Arts, English, Writing Concentration

May 20XX

Minor: Advertising

- GPA: 3.X
- Relevant Coursework: Professional Writing, Research Writing, Elements of Copy & Design, Public Relations Writing

RELEVANT EXPERIENCE

Xavier University Writing Center

Cincinnati, OH

Tutor

Jan 20XX-Present

- Meet with undergraduate students in one-on-one appointments and provide guidance on writing assignments, essays, and personal statements
- Enable students to evaluate their individual writing strengths and weaknesses, as well as implement action plans for improving and clarifying their writing
- Promote Writing Center services through presentations to both classes and campus organizations of 10-100 people
- Provide virtual workshops to campus organizations on topics including preparing an effective personal statement and applying for campus scholarships

American Modern

Amelia, OH

Marketing Communication Intern

May 20XX-Aug 20XX

- Planned, researched, wrote, and published articles to the company intranet, increasing employee engagement with intranet by 40%
- Collaborated with Public Relations and Social Media teams to develop content for social media platforms, including Facebook, Instagram, and LinkedIn
- Designed company promotional fliers and infographics on Adobe Illustrator

Chipotle

Grove City, OH

Restaurant Team Member

May 20XX-Dec 20XX

- Trained 6+ team members on cash register operations and catering processes
- Provided exceptional customer service through maintaining a positive attitude and ensuring that customers' orders are delivered in a timely fashion

CAMPUS INVOLVEMENT

A caBellas, **Member**

20XX-Present

Alpha Sigma Nu (Jesuit Honors Society), **Member**

20XX-Present

SKILLS

- Adobe Illustrator
- Photoshop