

# AMELIA KEEFER

Columbus, OH | akeef244@gmail.com | (614) 813-7089

## EDUCATION

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### DENISON UNIVERSITY

Bachelor of Arts in English, Creative Writing  
Cumulative GPA: 3.78; magna cum laude, Dean's list, awarded  
Juliet Barker Sarett Scholarship (Excellence in English)

Granville, OH  
Aug 2018 - May 2022

### LINKEDIN LEARNING

Completed courses: InDesign 2023 Essential Training (5 hrs)  
and Advance Your Skills in Graphic Design (14 hrs)

Online Courses  
Oct 2023

## WORK EXPERIENCE

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### VERSATILE WORDS

Assistant Editor

- Assisted with proofreading professional documents, social media content, brochures, and presentation slides for clients, fixing grammar mistakes and suggesting better wording where needed
- Communicated regularly with the lead editor to keep them updated on my progress, often completing projects before the deadline

Columbus, OH  
April 2024 - present

### ASCENDTIALS

Lead Copyeditor Intern

- Lead the copyediting team by delegating tasks, attending staff meetings, and fielding all requests and questions
- Edited and approved all organization copy, including flyers, presentation slides, emails, and newsletters
- Condensed and revised all existing webpage copy in collaboration with UX and Web Development teams
- Advised the Web Development team on design choices and needed improvements to usability

San Diego, CA  
Sep - Nov 2024

### ARTICULĀTE (a journal of literary and cultural criticism)

Senior Editor Position

- Oversaw completion of all facets of the 2022 issue of the journal by organizing board meetings, setting strict deadlines for delegated tasks, and mentoring underclassmen (a leadership position)

Granville, OH  
Spring 2022

Junior Editor Position

- Formatted the Spring 2021 issue of the journal using Word, meeting the level of professionalism expected by the faculty advisor
- Corresponded weekly with faculty advisor regarding formatting or student citation errors in need of fixing

Spring 2021