

# Sue McMichael

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## EDUCATION

**Elon University**, Elon, NC May 2015  
*Bachelor of Arts: English*  
Minor: Business Administration  
GPA: 3.21

### *Study Abroad:*

**Gutenberg to the Web: Media's Impact on Western Civilization**, England, Germany, Czech Republic January 2014  
▫ Toured modern European media organizations, such as the BBC and Radio Free Europe

## PUBLISHING EXPERIENCE

**The Pendulum**, Elon University Fall 2013-Present

### *Copy Chief, Reporter*

- Edit all copies of newspaper weekly to omit writing, grammatical, and design errors
- Supervise and mentor copy editors and copy editing interns
- Collaborate with editor-in-chief to create Pendulum specific style guide
- Write music reviews, news, editorials, and feature articles
- Participate in weekly meetings to discuss current issues and budgeting content of next issue

**North Carolina Books**, Burlington, NC Summer 2014

### *Editorial Intern*

- Read, evaluated and reported on submissions of fiction, nonfiction and poetry
- Edited manuscripts and promotional materials
- Completed fact checks for manuscripts in production
- Prospected promising new authors by reading journals, blogs and other materials

**Adventure Publishing**, New York, NY Summer 2013

### *Intern*

- Created content for Toybook and Licensing Book blogs
- Wrote articles and created layout for bimonthly Toybook magazine
- Researched and compiled new products for yearly Toy Insider
- Assisted in preparation and organization of BlogHer conference
- Reviewed products during new product showcases
- Copy edited weekly Toy Report for style, content, and grammar
- Recorded notes during meetings with company president

## SOFTWARE SKILLS

Proficient in Adobe InDesign, Adobe Photoshop, Final Cut Pro, Dreamweaver, Flash CS4, Microsoft Office Suite.  
HTML Proficient. Familiar with WordPress, Blogger, Twitter, Photobucket, Picasa, Flickr

## LEADERSHIP & INVOLVEMENT

**Student Union Board**, Elon University Fall 2013-Present

### *Special Events Committee*

- Assist with event planning and promotion, targeting undergraduate student body

**Elon 101**, Elon University Fall 2012 & 2013

### *Teaching Assistant*

- Provided academic and social advice to class of 16 incoming freshmen; Taught 2 class sessions per semester

**Resident Student Association**, Elon University Fall 2012-Spring 2013

### *Executive Public Relations Correspondent*

- Designed inventive new ways to publicize the organization and interactive events to the entire student body
- Created a new template for meetings to ensure timeliness and thoroughness