

Chicago, IL 60632

Ivonne Aguilera

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OBJECTIVE

To obtain a position where I can utilize my skills and training as a journalist.

CAREER SUMMARY

- Proficient in Microsoft Word, Microsoft PowerPoint, and Adobe Acrobat.
- Trained in Developmental Editing, Kindle Direct Publishing (KDP), IngramSpark, Press Releases, and Journalism.
- Graduating soon with a degree in English with a concentration in Professional Writing and Publishing.

EDUCATION

2019 — Present

UNIVERSITY OF ILLINOIS CHICAGO, Chicago, IL

Fourth year, Bachelor of Arts (English and Gender & Women's Studies)

3.9 GPA

Relevant Coursework:

- Editing and Publishing Writing
- Media and Professional Writing
- Digital and New Media

WORK EXPERIENCE

June 2019 — Present
(part time)

TARGET, Chicago, IL

Guest Advocate

- Training all new employees on registers and policies.
- Organizing and replenishing stock with efficiency while balancing checking out guests.

Jan 2022 — May 2022

UIC WRITING CENTER, Chicago, IL

(part time)

Writing Tutor

- Helped students with formulating ideas, grammar, sentence structure, and organization.
- Assisted in editing and responding to feedback on written assignments.

REFERENCES

References are available upon request.