

Rick Grimes

Junior Editorial Assistant

MA Student in English at Stanford University, made the Dean's List for three consecutive years (2014-2016), with two study abroad experiences and a semester-long research internship in Oxford, UK looking to use my strong research and writing skills, as well as my expertise in contemporary literature in the position of Editorial Assistant at Penguin Random House.

Work Experience

2015-06 - 2017-09	Editorial Intern <i>Faber and Faber, Stanford</i> <ul style="list-style-type: none">Assisted in hiring and managing a pool of freelancers as needed, including development editors, copy editors, proofreaders, indexers, recipe testers, and technical editors, including remote and on-site employees.Assisted in the development, design, and preparation of sales materials.Provide general and editorial support to the Stanford staff as requested.
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Education

2017-09	MA in English, Stanford University Expected to graduate in 2018 3.95 GPA Favorite fields of study: American Poetry: From Modernism to Postmodernism, Creative Expression in Writing, Creative Nonfiction Thesis title: "An Analysis of the Impact of 1940s Blues Culture on the Poetic Expression of the Members of Harlem Renaissance" Key achievement: Awarded \$15,000 2017 Drue Heinz Literature Prize for a collection of short stories "Your Latest Trick."
2013-08 - 2017-06	BA in Comparative Literature, Stanford University 3.9 GPA Favorite fields of study: Introduction to Literary Study: Comparison, Cosmopolitanism, and the Global Novel, Literature Gone Viral, Digital Humanities, Radical Arts, Re-thinking Derrida, Being as a Spectacle Thesis title: "Towards the Derridian Deconstruction of the Notion 'Biography' on the Basis of Julian Barnes' 1984 novel 'Flaubert's Parrot'" Extracurricular activities and achievements: <ul style="list-style-type: none">Dean's List 2014-2016President of the undergraduate student board from 2015 to 2016.Chief Editor of the University Blog from 2015 to 2017.

Awards and Honors

2017-02	2016 Drue Heinz Literature Prize
2016-06	Dean's List, Stanford University
2015-06	Dean's List, Stanford University

Personal Info

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Skills

Academic Writing	● ● ● ● ● ● Excellent
Research	● ● ● ● ● ● Advanced
Editing	● ● ● ● ● ● Intermediate

Languages

Russian	● ● ● ● ● ● Bilingual
French	● ● ● ● ● ● Advanced
Spanish	● ● ● ● ● ● Advanced

Resumes That Get Jobs

Anne McKinney



Resumes That Get Jobs:

Just Resumes Kim Marino, 1991-11-11 No matter where you re starting from this book will help you get where you want to go The ultimate guide to writing a resume that get results **Resumes that Get Jobs** Jean Reed, 1990 Ideal for all types of job hunters at every stage of their careers this classic guide provides sample resumes for hundreds of different kinds of jobs expert advice on online resumes and models for all of the most popular fields including computers health and office professionals **Résumés that Get Jobs** Resume Service, Jean Reed, 1981 Model resumes designed for specific job fields are presented with guidelines for organizing and writing a comprehensive and well developed personal resume Excerpt from Resumes that Get Jobs Resume Service, 1981 **Resumes that Get Jobs** Jean Reed, 1981 *Real-resumes for Auto Industry Jobs*-- Anne McKinney, 2003 Whether the reader wants to stay in the auto industry or transition into another field this book will help This book shows samples of resumes and cover letters than have worked for real people This title will be a valuable resource to auto industry professionals who seek technical management or sales positions Entering a new field can be difficult so newcomers to the field will learn how to show off their potential and skills to best advantage Auto industry professionals often change fields too and the book includes resumes of individuals who have successfully transitioned into other areas A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show auto industry professionals how to maximize their career potential get federal positions and change fields if they want to The 26th title in PREP s Real Resumes Series

Real-resumes for Construction Jobs Anne McKinney, 2002 Title shows resumes and cover letters of people seeking employment in the construction industry Job hunting techniques are explained in step by step fashion in order to benefit those seeking construction work Because the construction industry tends to be cyclical a helpful section is included which describes how to transfer construction industry experience to other fields and industries The book s main contents are the resumes and cover letters of construction industry professionals Included are resumes of project manager carpenter foreman safety manager electrician brick mason engineering manager real estate agent plumber job planner sander flooring installer interior designer independent contractor and many others **Real-Resumes for Customer Service Jobs** Anne McKinney, 2005 Getting jobs in the customer service field will be easier with this book which gives nearly a hundred sample resumes along with the cover letters that introduced the resumes to potential employers Those who seek employment in any industry will find valuable advice in this book If you are restructuring or revising your resume you will find the help you need when you discover this book which focuses on the language and employment history of folks in the customer service business The book was created based on the experiences of hundreds of job hunters over a 10 year period Learn how successful people in the customer service field presented themselves to potential employers Resumes that Get JOBS Edward C.

Gruber,1965 **Real-Resumes for Aviation & Travel Jobs** Anne McKinney,2002 Title shows resumes and cover letters of people who wish to obtain jobs in the aviation and travel field or to exit from the industry into new careers The title reveals techniques for finding aviation and travel industry jobs and also provided are strategies for transferring skills and experience to other industries The book contains more than 100 real resumes and cover letters tailored to aviation and travel backgrounds and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the aviation and travel industry Readers will find resumes of commercial pilots ground support equipment operators airport managers quality control inspectors aircraft loading managers and many others This book will be of enormous help to people seeking employment in the aviation and travel industry and to people who desire to transfer their aviation and travel backgrounds into new occupational areas *Real-resumes for Manufacturing Jobs* Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the manufacturing field advance in it or exit from it into new careers Job hunting strategies are provided as are strategies for transferring manufacturing skills and experience to other industries The book contains more than 100 real resumes and cover letters which target this industry and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the manufacturing industry Readers will find resumes of machine operator product design director production foreman quality engineer shipping and receiving manager tool and die maker tire builder welder team leader assembler maintenance supervisor and many other jobs This book will be of enormous help to people seeking employment in the manufacturing sector and to people who desire to transfer knowledge gained in a manufacturing environment into new occupational areas **Résumés that Get Jobs** Resume Service,Jean Reed,1981 Model resumes designed for specific job fields are presented with guidelines for organizing and writing a comprehensive and well developed personal resume

Real-resumes for Human-resources & Personnel Jobs Anne McKinney,2002 This book will be valuable to anyone who seeks employment or advancement in the human resources or personnel field Those who want to transition out of the human resources or personnel field will also find helpful advice and strategies for transitioning into new industries All resumes shown are of real people who used their resumes and cover letters in real job hunts Resumes in this book contain jobs such as Administrative Services Manager Assistant Personnel Administrator Chief of Personnel Management Director of Human Resources Employee Relations Manager Human Resources Analyst Human Resources Director Personnel Administrator Training and Benefits Supervisor Personnel Counselor Drug Testing Administrator Recruiting Manager Staffing Specialist Temporary Placement Supervisor Training Program Manager and many others Each resume is accompanied by a companion cover letter **Real-resumes for Financial Jobs** Anne McKinney,2001 A book designed to be the best friend of those who want to enter advance in and change jobs in one of the hottest industries in the 21st century finance The best way to enter a new industry is to look and sound as though you belong in the field so there are resumes to

help the career minded find their first job in the financial world Other resumes help the financially astute professional advance in the field You ll find job titles such as these in this book designed to help those who want to move in this hot field of opportunity auditor financial services consultant investment banker commercial banker bookkeeper commercial loan specialist data entry operator controller chief financial officer budget management specialist business analyst business services manager accounts receivable specialist insurance adjuster funds transfer analyst loan officer mortgage consultant real estate broker revenue field auditor accounting manager staff accountant tax auditor teller supervisor training operations manager and many others Knock 'em Dead Resumes Martin Yate,2016-11-04 Expert advice on building a resume to get

the job you want Your resume is the most important financial document you ll ever create When it works so do you Drawing on more than thirty years of experience bestselling author Martin Yate shows you how to write a dynamic effective resume that Stands out in a resume database Builds a strong personal brand employers will want on their team Passes recruiters six second scan test Speaks to exactly what employers are looking for The new edition of this classic guide includes dozens of sample resumes as well as cutting edge advice on resume writing tactics With Knock em Dead Resumes 12th Edition you ll grab employers attention and score the job you want **Real-resumes for Administrative Support, Office & Secretarial**

Jobs Anne McKinney,2004 Those who seek jobs in the office support field will find this book to be a valuable resource Office managers administrative assistants executive aides and other office support personnel have a lot of common when they create a resume and this book shows resumes and cover letters of individuals who want to find work ranging from office management to clerical No matter what industry or type of work medical manufacturing nonprofit and other environments this book will provide a competitive edge to those who seek employment which involves admin support executive support clerical and secretarial responsibilities For those who seek federal employment theres a special section in the book showing how to create federal resumes and government applications *Real-resumes for Safety and Quality Assurance Jobs* Anne

McKinney,2005 Job hunters aiming for employment in the safety and quality assurance field will welcome this resource for resume and cover letter preparation The 192 page book gives valuable tips on interviewing but the the meat of the book is the section containing samples of resumes and cover letters used by real people to gain employment related to safety and quality assurance *Resumes and Cover Letters that Have Worked* Anne McKinney,1996 Model cover letters and resumes

cover such fields as aviation communication finance and sales **Real-resumes for Media, Newspaper, Broadcasting & Public Affairs Jobs--** Anne McKinney,2002 This book will function as a helping hand and lifetime career resource to those who seek media jobs or who want to transition into other fields with a media background In the resumes in this book you will see jobs such as these Radio Account Executive TV Account Executive Art Director Book Editor Book Publisher Broadcasting Intern Commercial Photographer Disc Jockey Freelance Journalist Graphic Designer Morning Talk Show Host Newspaper Journalist Classified Advertising Manager News Photographer Public Affairs Director Public Affairs Specialist Radio TV

Producer Television Producer Production Assistant and many more All the resumes and cover letters shown were used in real job hunts by real people Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano, 2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America s domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover

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