

Nancy Rivers

Writer

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Outgoing and responsible high school graduate interested in a writing career. Eager to use AP English and Writing Comp knowledge as well as 2 years' high school reporting experience at *The Boston Globe*.



WORK EXPERIENCE



2018-04 -
2019-10

Volunteer Content Writer

Life Frames Inc.

- Writing content and conducting interviews for internal newsletter
- Assisting in writing and editing content for web page and external promotional material

Key Achievement: Helped change wording of external donational email which lead to a 15% growth in submitted donations.



EDUCATION



2019

East Boston High School

Boston, MA

Relevant coursework: AP English, Creative Writing, Writing Composition

Membership: EBHS Debate Team, Eastie News (EBHS newspaper)



ADDITIONAL ACTIVITIES



2007 -
2009

Eastie News, Writer

Reported and published articles on relevant school news and events.



SKILLS



Good knowledge of Scrivener



Advanced knowledge of Microsoft Word, OpenOffice Writer, and Google Docs



Basic understanding of journalism



Academic writing



Skilled at researching



Teamwork/collaboration



Project management



LANGUAGES



Spanish



Upper-intermediate (B2)



AWARDS AND HONORS



Graduated East Boston High School in top 20 of the class



NHS member 2017-2019

Resumes For High School Graduates

Terry C. Jones



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