

Grace Goodwin

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Education: Knox College, Galesburg, IL
Bachelor of Arts Degree, June 1999
Major: English Writing
Cumulative G.P.A. 3.2/4.0

Honors: Mortar Board, elected member; Dean's List, 1998 and 1999; Ellen Browning Scripps Scholar

Publication Experience:

- 6/98-Present **Student Designer**, *Office of College Communications*, Knox College
- Produced and designed several college publications including brochures, posters, booklets, newsletters, and forms
 - Initiated overhaul of *Student Handbook*. Redesigned layout to be more user-friendly
 - Rewrote text with another student worker
- 5/96-1/98 **Co-Editor-in-Chief**, *Catch Student Literary Magazine*, Knox College
- Selected and edited pieces, proofed copy, selected and managed staff of 10, sent out bids to printing companies and worked directly with final printer
 - Redesigned layout, resulted in most successful distribution since 1986

Independent Study:

8/97-Present Conducting year-long independent work on the novella, combined with work on the short story. The project culminates in a collection of creative works.

Leadership:

- 1/97-Present **Member**, *Delta Delta Delta Sorority*, Knox College
Campus Relations Chair (2/97 - 2/98)
- Promoted positive public image of chapter on campus and in community
 - Submitted news of chapter events for each academic term
 - Organized several philanthropies and fund-raisers
 - Sent news releases to hometown newspapers
 - Created and followed a budget
 - Managed a committee of ten members, wrote year-end report
 - Coordinated *Team Olympics*, a game designed to increase visibility and strengthen chapter unity
 - Initiated new fund-raiser replacing one used for years, doubled profits in 1/5 of time spent

Published Work:

11/98 *To a Visitor of the Southwest Desert*, Catch, Literary Magazine

Computer Skills:

Familiar both MacIntosh and PC Platforms
Knowledge of Microsoft Word, PageMaker, Adobe Illustrator, and Filemaker Pro