

MARLENE RIDGWAY

EDITOR/ FREELANCE WRITER

mridg95@gmail.com - 304-406-2569

PROFILE

I've recently earned my Bachelor's degree in English at Davis & Elkins College. Over the years, I have grown to be a hard worker that learns fast. Several leadership positions have taught me to manage my time and stay organized. Through professional and personal experiences, I have learned to lead and communicate and I hope to carry these skills from my college career into a professional position.

PROFESSIONAL EXPERIENCE

Blogger

Tourist Meets Traveler
Jan. 2017 - Present

- This fun and inspiring blog has taught me to write and research in a professional manner. This position includes organization, time management, and meeting deadlines.

Social Media Manager

Protein Factory
June 2016 - 2016

- This position involves creating eye-catching and visually appealing social media advertisements, writing short articles, collaborating with brand ambassadors.

Chief Operating Officer

The Senator- Newspaper
Dec. 2014 - 2016

- My responsibilities include spearheading the publication of the student newspaper and yearbook. Previously, I have written articles, edited, managed meetings, created budgets, and designed each layout.

Writing Consultant

Davis & Elkins Writing Center
Aug. 2014- 2016

- After being recommended by my English professors, I was trained in the best tutoring practices. In this role, I provide students with private instruction in writing, public speaking, occupational skills, and academic tests.

EDUCATION

December 2016

Bachelor of Arts, Major in English, Minor in History
GPA: 3.8

SKILLS

- Team Player
- Communication
- Ambitious
- Hard Working
- Reliable
- Time Management

REFERENCES

Dr .Osborne
Professor, Davis & Elkins
Osbornek@dewv.edu

Derek Fincham
Coordinator for Academic Support
Finchamd@dewv.edu

AFFILIATIONS

Student Assembly
Member
2014 - 2016

Senator Media
Chief Operating Officer
2014- 2016