

William Williams

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EDUCATION

East Carolina University – Greenville, NC
Bachelor of Arts in English
GPA: 3.85

May 2020

EXPERIENCE

Oxford University Press US – Cary, NC
Editorial Assistant

May 2020 – Present

- Liaison to authors including coaching authors on procedures, house style, and content delivery preparations
- Provide input on all aspects of the publishing process, including acquisition, development, design, and marketing
- Communicate directly with authors and content creators to support editors in activities leading to the launch of high-quality products

The East Carolinian – Greenville, NC
Editor-in-Chief

August 2019 – March 2020

- Approved the East Carolinian's publication layout, design, style and tone of each issue
- Made final decisions about which stories, articles, and photographs to publish that were the most relevant for the Pirate community
- Wrote editorial pieces to contribute to the publication in addition to providing suggestions for edits

Fleishman Hillard – Raleigh, NC
Public Relations Intern

May 2018 – August 2018

- Undertook responsibilities of a junior-level staffer, including building media lists, media monitoring, and writing media materials
- Supported account staff on a wide range of projects in healthcare, technology, consumer and nonprofit industries
- Assisted staff through the completion of special projects, event coordination and media pitches

SKILLS

Critical Thinking
Storytelling
Cultural literacy

Microsoft Office
Proofreading
WordPress

Content Writing
HTML/CSS
Interpersonal Communication