

IMA KNIGHT

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EDUCATION

- Marian University, Indianapolis** *December 2012*
GPA: 3.84
- Major: English, concentration in writing
 - Minor: Business Administration
- Honors and Awards**
- St. Mary National Honors Scholarship
 - First Year Writing Award – English 115
 - Dean's list 5 semesters
 - Honors Graduate
- Harlaxton College Summer School, Grantham, England** *2011*
- Immersed in British culture for two months of study and travel
 - Introduced to European culture through a trip to France, Switzerland, and Italy

PROFESSIONAL EXPERIENCE

- Speaking Engagements, Promoting Authored Book Series** *2008-Present*
- Present before groups of up to 700 as guest speaker, practicing exceptional communication skills
 - Inspire students K-12 to write and pursue academic goals
 - Write press releases and promotional material for book series and author visits
- Professional Writing Intern, Marian University Writing Center** *2011-Present*
- Develop internship and expand job duties, displaying strong work ethic and self-motivation
 - Collaborate with faculty to assess professional writing standards at Marian University
 - Consult with student groups to improve real-life business plans for clarity and conciseness
 - Counsel students one-on-one to develop academic and professional writing skills
 - Present in classes and create documents explaining business writing standards
 - Edit resumes and cover letters of students applying for specific jobs
- Governor's Marketing & Outreach Intern, White River State Park** *Summer 2012*
- Designed promotional events calendar and wrote promotional social media posts and blog journals
 - Researched and scheduled booth space at festivals, developing strong organizational skills
 - Edited booth contracts to escape liability for the park, maintaining an eye for detail in contracts
 - Engaged festival goers in park materials and summer programs, offering energetic customer service
 - Contacted clubs and camps to offer free tours of the park
 - Performed park tours, offering historical and artistic insight to visitors of all ages and backgrounds
 - Assisted in early planning of park events, showing rentable public spaces to festival coordinators

PUBLISHING EXPERIENCE

- Series chapter books for ages 8-13:**
- *Strangers in Madrona*, BT Concepts *2011*
 - *Danger in the Shadows*, BT Concepts *2009*
 - *Journey to the Homeland*, Baker Trittin Press *2008*
- First winner of the International Tweener Time Chapter Book Competition** *2007*

CO-CURRICULAR ACTIVITIES

- Literary Arts Society of Marian University** *2010-Present*
- Share and critique creative writing pieces with fellow students
 - Create dynamic group activities, including ice breakers and collaborative writings
- Student Ambassador, Marian University** *2009-2011*
- Greeted, counseled and effectively recruited prospective students to Marian University
 - Provided individual and group tours of campus as a valued member of admissions team
 - Maintained a positive, welcoming atmosphere promoting campus life

COMPUTER SKILLS

Microsoft Word | Excel | PowerPoint | Outlook | Dreamweaver | Basic HTML Coding