

Elizabeth Frykman

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EDUCATION

B.A. Technical Communication and Professional Writing, Metropolitan State University, December, 2013. Emphasis on editing, professional writing, and social media.

A.S. Paralegal Studies, North Hennepin Community College, 2008. Emphasis on editing, clear writing, and research skills.

EXPERIENCE

		▪ SKILLS
• Freelance Web Designer (Wordpress.com) & Social Media Strategist for small businesses.	2009-2014	• Copy editing • Proofreading AP, MLA styles
• Writing Tutor at North Hennepin Community College; focused on composition and academic success skills.	2008-2012	• Copy writing Web copy Blogs Marketing

PUBLICATIONS: EDITING EXPERIENCE

• Editorial Assistant for <i>Realities</i> cross-cultural magazine, 2009-10 edition.	2010	• CMS platforms Wordpress Blogger
• Student Prose Editor of <i>Under Construction</i> , a national award winning literary and graphic arts magazine, 2008 and 2010 issues.	2007-08, 10	• Adobe InDesign
• Editor of department newsletter twice yearly. Responsible for contributing articles, creating graphics, layout, and copy editing. Redesigned newsletter for MS Publisher instead of MS Word.	2008-2012	• Layout MS Word MS Publisher

PUBLICATIONS: WRITING EXPERIENCE

• Professional: Writing web-optimized copy for small business web sites through freelance work.	2009-2014	• Adobe Illustrator
• Personal: Various fiction and creative nonfiction publication credits (see online portfolio to view samples of work).	2007-2014	• Research Internet Databases Print media Interviews
• Blogs: Wrote blogs for personal, professional, and academic reasons, incorporating key words and using social media outlets to drive traffic to sites.	2007-2014	• Legal research Westlaw Lexis Nexis

VOLUNTEER EXPERIENCE

• Event Volunteer for Empty Bowls fundraiser for area food shelves.	2014	• Technical Writing
• Teacher's Assistant twice weekly at North Hennepin Community College martial arts (Aikido) course.	2008-2013	• Social Media Facebook Twitter Pinterest
• Volunteer Member of the Sustainability Council (ecological) and the Pow Wow Committee (campus outreach) at NHCC.	2009-2012	• Instagram LinkedIn
		• Mac and PC fluent