

Emma Mason

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emasonportfolio.weebly.com

EDUCATION

B.A. in English, Creative Writing Emphasis, Russian Minor

Graduation: April 2013

- ❖ Brigham Young University–Idaho; Rexburg, Idaho
- ❖ GPA: 3.94
- ❖ Awarded Full Four Years Academic Scholarship
- ❖ Won campus slam poetry competition

March 2012

Relevant Projects

- ❖ Edited 223 page manuscript, prepared professional page recommendation report
- ❖ Edited 30 articles for international literary magazine
- ❖ Edited creative non-fiction for university literary magazine
- ❖ Prepared 20 page instructive grammar packet, Russian Literature themed

February 2012

May 2012-August 2012

October 2012

Advanced Placement Scholar with Honors Award

August 2009

WORK EXPERIENCE

Executive Office Student Secretary, Brigham Young University–Idaho

September 2012-April 2013

- ❖ Promoted to Lead Student Secretary, managing eight other students
- ❖ Wrote, edited personal and professional letters and documents for university president and vice presidents
- ❖ Organized and maintained office filing system, budget, calendar, emails, meetings, and outings for presidents
- ❖ Assigned and followed-up tasks to other students, completed tasks without supervision
- ❖ Anticipated the needs of presidents and support staff, and adapted to constantly changing needs

Editorial Intern, Seeing the Everyday Magazine, Massachusetts

May 2012-August 2012

- ❖ Edited and gave feedback on submitted articles
- ❖ Wrote and distributed author-related press releases
- ❖ Gave input on design work
- ❖ Managed subscription requests

English Department Teaching Assistant, Brigham Young University–Idaho

January 2012-April 2012

- ❖ Daily conferenced with students to improve writing skills
- ❖ Created and edited six Wikipedia articles
- ❖ Weekly graded and recorded over 120 student assignments, managed grading system

Medical Records Specialist, Medical Associates of Northern New Mexico

Summer 2009-Summer 2011

- ❖ Oversaw and maintained thousands of electronic medical charts
- ❖ Set and worked own schedule, actively met deadlines, corresponded with superiors to ensure accuracy
- ❖ Managed daily medical record reception and distribution to and from other medical providers
- ❖ Extensive daily work with computers, typing 70 wpm

PUBLISHING EXPERIENCE

Seeing the Everyday Magazine, What a Book Can Provide, Issue Nineteen

Fall 2012

Outlet Magazine, Disposable Camera, Fall 2012 Issue

Fall 2012