

# ELISE HITCHINGS, MS BA

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## EDUCATION

**Portland State University**, Portland, OR— 2019 MS in Writing: Book Publishing, Fall 17 to Spring 19  
GPA: 3.85

**Augsburg University**, Minneapolis, MN— 2016 BA in Creative Writing & English Literature, with a minor in Marketing, Fall 12 to Spring 16 GPA: 3.94, Summa Cum Laude

## CORE COMPETENCIES & SKILLS

- **Adobe Suite Creative Cloud**
  - Photoshop: general image alterations
  - Illustrator: creation of templates, images
  - InDesign: flyers, publication layout
  - Acrobat: creating and designing pdfs
- **Microsoft Office**
  - Word: track changes, styles, menu tools
  - Excel: creating spreadsheets, timelines, contact lists, budget/costs
  - Powerpoint: creating presentation docks, information density
- **G Suite**
  - Docs: creating and sharing, collaborating with large teams
  - Sheets: creating and sharing, contact lists, timelines, budget/costs
  - Slides: sharing slideshows, presentation decks, information density
  - Forms: creating, distributing
  - Meet: creating, joining, using tools
- **WordPress/Squarespace**
  - Template management, host services, blog/post formatting, keywords, Google Analytics
- **Social Media**
  - Twitter, Instagram, Facebook, LinkedIn, SEO, Google AdWords, generating engagement, analytics
- **Style Guides**
  - The Chicago Manual of Style, Modern Language Association, In-house styles
- **Content Management Systems**
  - Squarespace
  - SurveyMonkey
  - Wordpress
- **Project Management Software**
  - Trello
  - Teamroom
  - Slack

- **Ebooks**
  - Adapting print InDesign file for ebook, editing ebook code, validating files, converting .epub to .mobi format
- **Editing Software**
  - Grammarly
  - Copyscape
  - Yoast
- **Coding**
  - Intermediate experience with HTML, CSS, XML, editing, validating, writing/generating
  - BBEdit, Dreamweaver, validators, InDesign (coding for export into epub)

## WORK EXPERIENCE

### School District 911

#### Substitute Teacher

Cambridge, MN | 2020 - Present

- Adhere to the curriculum and lesson plans assigned by the regular teacher.
- Follow procedures and achieve lesson goals.
- Assign and explain homework.
- Oversee students outside of the classroom including in the hallways and cafeteria.
- Comply with all school regulations and policies at all times.
- Take attendance and document daily notes.
- Ensure classroom and work are kept clean and orderly.
- Oversee the normal classroom rhythms and activities.
- Compile a report for the teacher for when he/she returns.

### Next Best Thing to Mom

#### Lead Teacher

Cambridge, MN | February - October

- I worked primarily with infants and toddlers, but did work regularly with preschoolers, pandas, and school-age children.
- I was responsible for the closing shift—making sure everything was cleaned, secure, and children were picked up by the appropriate person at the correct time.
- I was responsible for training new staff working the closing shift, as well as any new staff working in the toddler and baby rooms.
- Guide and facilitate activities of the children, including daily activities, field trips, selecting and arranging equipment and materials in the classroom.
- Cooperate with other staff and classroom groups to maintain the smooth functioning of the center, which at times may require changes to meet the needs of the children.
- Use home visits and parent conferences to discuss the child's individual development and progress, assist the parents in developing observational skills and solicit parent observations.
- Assist and guide children in the development of social and self-help skills.
- Attend staff training and meetings, and board and parent meetings as requested.
- Works with Teachers, Teacher Assistants, Child Care Aides and Volunteers to use and develop

their skills and abilities in planning and carrying out classroom activities.

- Maintain a safe and healthy classroom environment. Assure that classroom equipment, furniture, materials, and supplies are properly maintained and stored.
- Use the playground as an extension of the classroom; assures that the playground is safe
- Assist in conducting the daily health and environment checklist.
- Assist in implementing children's I.E.P. (Individual Education Plan) or I.F.S.P. (Individual Family Service Plan).
- Complete and submit required forms and records in a timely and accurate fashion, e.g., lesson plans, timesheets, meal reports, etc.
- Plan and implement learning experiences that promote all developmental areas, including improving the readiness of children for school by developing their literacy and phonemic, print, numeric awareness, and language-including English as a second language if applicable.

## **EXPRESS WRITERS**

### **QA Editor**

Remote | January 2020

- Resigned from role due to lack of work as this was a project-based position
- Edited various marketing content
  - blog posts, webpages, email newsletters
- Edited for a wide variety of industries
- Ensured content maximized SEO opportunities
- Provided detailed and constructive feedback
- Mentored writers
- Communicate effectively within a team that works remotely
- Used programs such as Slack, Teamroom, Copyscape, Grammarly, G Drive, and Trello

## **VINYL ART INC**

### **Administrative Assistant**

Minneapolis, MN | 2009 - 2020 (ranged from full- to part-time)

- Kept various systems up to date with data entry
- Wrote job descriptions
- Edited employment ads
- Performed job costing of manufactured orders, followed up with staff to ensure reliable and complete data.
- Updated CRM files and dates, verifying customer data, and source information.
- Updated customer tax records
- Various office projects, such as filing and condensing files.
- Managed and performed outgoing shipping, ensuring accuracy and correct data.
- Edited various communications (ie newsletters, applications, and client letters).
- Performed production tasks on various orders and products for timely and profitable completion.

## **OOLIGAN PRESS**

### **Team Member**

Portland, OR | 2017 - 2019

Ooligan Press is a For-Profit Publishing press on the PSU Campus, where Masters students work on publishing tasks while obtaining real-world publishing experience.

- Performed Copy & Developmental Editing over two years for multiple genres.
- Proofread (print, ebooks, audiobooks)
- Created media contact lists & contacted via email.
- Wrote press releases for social media and news outlets.
- Generated social media content that fit within the marketing plan and brand identity.
- Assisted in planning the yearly publishing conference held in Portland, OR.
- Assessed book and project proposals for suitability and marketability.
- Created/edited metadata for varieties of sources.
- Improved SEO for Ooligan website and press releases.
- Updated ebook code in a variety of publishing projects.
- Created/modified templates for a variety of uses.
- Solicited donations for the program.
- Trained in cover art Design and titling concepts.
- Worked with Authors throughout all processes.
- Received training in budgets, production costs, profit and loss estimates, and scheduling.

## **MOTIVATIONAL PRESS**

### **Paid Intern**

California—Paid Intern (Remote) | 2016 - 2017

- Edited manuscripts in a timely manner, meeting all deadlines as assigned.
- Edited both content and copy
- Reviewed and edited over 20 manuscripts over the 8 months

## **AUGSBURG HONORS REVIEW**

### **Editor-in-Chief**

Minneapolis, MN—9/2015-4/2016

- Selected for this position by the English Department Head and Honors Program Advisor.
- Head of Editorial Review Board, members were students in a class taken for credit.
- Co-taught class with the professor, delivering lessons and assignments to students.
- Created and adhered to schedule for the publishing process
- Solicited submissions at the annual National Collegiate Honors Council 2015 Conference as well as online submissions.
- Recruited faculty to review submissions for subject accuracy.
- Responsible for the final round of editing.
- Communicated and worked with authors during the entire process.

## **ADVENTURE PUBLICATIONS**

### **Volunteer**

Cambridge, MN | 5/2014 - 9/2014

- Sorted submissions
- Adapted InDesign print files for ebooks, this was a paid project.
- Tested ebooks for correct links and formatting
- Researched various projects.
- Prepared orders for shipping.

## **MCDONALD'S**

**Team Member**

Cambridge, MN | 5/2014 - 8/2014

- On Management track
- Cashier
- Drive-Through
- Food Preparation
- Customer service
- Complaint resolution

**ACHIEVEMENTS**

- Graduated Augsburg University from the Honors Program & Summa Cum Laude.
- Girl Scout Gold Award 2011.
- Girl Scout Silver Award 2009.
- Have been working since the age of 15 in a production job shop environment during school breaks.