

MARISSA ANNE HAYES

EDUCATION

Michigan State University

BA in Professional Writing, emphasis in Editing and Publishing;

expected graduation May 2008

Specializations: Public Relations and Digital Media

Teen Vogue Fashion U

Teen Vogue Magazine; emphasis in fashion magazine editing and publishing

October 2006

New York University

Summer Publishing Institute; emphasis in Magazine, Book, and Online Publishing

June/July 2006

St. Clair County Community College

Dual enrollment with high school

August 2003-May 2004

EXPERIENCE

MSU Writing Center

East Lansing, MI

August 2006-Present

Writing and Digital Consultant

- Help clients construct better essays, resumes, presentations, speeches, and dissertations
- Consult clients with grammar, organization, design, and editing issues

Michigan Audubon Society

Lansing, MI

February 2006-June 2006

Editor, Writer, Designer

- Updated website by editing, redesigning, and using markup language and style sheets
- Created brochures, fact sheets, op eds, and press releases for organization
- Edited and wrote articles for *JPW Newsletter*

P. F. Changs China Bistro

Lansing, MI

August 2005-Present

Server

- Train new employees and oversee their work using strong leadership skills
- Multitask by communicating with customers about queries and work in a variety of different contexts
- Coordinate work across duties, including hostess, server, server's assistant, bar-back, and carry-out employee

Foster Blue Water Oil, L.L.C.

Richmond, MI

June 2004-June 2006

Editor, Designer, Personal Assistant

- Rewrote and designed company handbook, memos, and organizational charts
- Collaborated with lawyers and accountants to arrange appointments and meetings; made travel plans
- Compiled daily reports and prepared various workplace documents
- Implemented and improved computer reference contact log
- Developed website plans to promote online clientèle base and information for the company

COMPUTER SKILLS

Experiences:

- Cascading Style Sheets
- Hypertext Markup Language
- Writing in and for diverse communities
- Digital media design
- Document design
- Copyediting

Software:

- Macromedia Dreamweaver
- Macromedia Director
- Macromedia Firefox
- Adobe InDesign
- PC Computer System
- Adobe Photoshop
- Microsoft Office XP software (i.e. Publisher, Word, PowerPoint)
- Mozilla Firefox Composer
- Macintosh Computer System

AWARDS | ACTIVITIES

- Women's Shelter, Meals on Wheels, Soup Kitchen, **Volunteer**; August 2000-present
- National Honor Society, **Member**; August 2002-June 2004
- Soup Kitchen, **Chair**; August 2003-June 2004
- Younkers, **Sales Associate of the Month**; November 2003
- Pre-Professional Society of Alpha Epsilon Delta; MSU Chapter, **Member**; August 2004-present
- Writing Center Consultant, **Nominee/Candidate**; October 2005
- Writer's Bloc, **Member; Public Relations Coordinator**; February 2006-present
- University Undergraduate Research and Arts Forum, **Applicant/Presenter**; April 7, 2006