

Rebecca N. McKinnon | writer, editor & tutor
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OBJECTIVE

To consistently utilize and develop my communication and leadership skills

EDUCATION

- University of North Florida, Jacksonville, Florida, *cum laude honors*
Bachelor of Arts, English, minor: Mass Communication, graduated December 2011
- Douglas Anderson School of the Arts, Jax, FL, *creative writing seal, honors*

RELATED SKILLS

- Communication Skills
 - Writes documents in a clear, complete, concise, correct, and professional manner
 - Edits documents for clarity, totality, brevity, grammar, tone, and style (*AP/APA/MLA*)
- Leadership Skills
 - Exceeds quality expectations by remaining attentive to detail, organized, and dedicated
 - Actively listens so as to understand, address, and prevail over potential problems
 - Teaches, mentors, and encourages others to improve their writing skills and confidence

RELATED EMPLOYMENT

- *Freelance Writer, Editor, and Tutor*, Independent Contractor, Orlando, Florida
December 2011 – present
- *Writing Tutor*, UNF Academic Center for Excellence, Jacksonville, Florida
May 2011 – December 2011
- *Community Outreach/Oral History Project Manager & Editor*, WJCT 89.9FM, Jax, FL
January 2011 – May 2011
- *News Editor*, UNF Spinnaker weekly newspaper, Jacksonville, Florida
August 2008 – May 2010

AWARDS AND ACHIEVEMENTS

- Recognition in Education
 - UNF Blue & Silver Scholar, Florida Academic Scholar, Pathways Scholar, *Dean's List*
- Recognition in Communication
 - Wrote 1-3 published newspaper articles weekly for two years, Spinnaker newspaper
 - Wrote 1-3 published newspaper articles monthly for one year, Improviser newspaper
 - Best News Writing & 2nd place Best College Newspaper, Fla. Collegiate Press Association
 - Print Pacemaker Winner/Online Pacemaker Finalist, National Collegiate Press Association
 - 2nd place Best Column Writing, Florida Times-Union High School Journalism Awards
 - Wrote over 50,000 words in one month, National Novel Writing Month participant
 - Host and author of several personal, scholarly, and professional online websites and blogs
 - Invited to join UNF's eight-member discussion panel, the Academic Integrity Forum
- Recognition in Leadership
 - Planned and produced a weekly news publication through delegation and collaboration
 - Managed and taught a group of employees the fundamentals of news coverage and writing
 - As a tutor, taught hundreds of students the essentials of writing across multiple disciplines
 - Certified as a leader through UNF's Institute for Values, Community, and Leadership
 - Certified as an online suicide intervention specialist (active listener and communicator) through the QPR Institute
 - Participated in UNF's Student Leadership Summit and Executive Leadership Retreat

TRAVEL EXPERIENCE

- *Austin, Texas* with the Spinnaker newspaper staff for the National College Media Convention