

# Rebecca Meier

## Creative Writer & Editor

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### Skills

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### Relevant Experience

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#### Rebecca Meier

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(she/her/hers)

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Enthusiastic and motivated graduate seeking full-time position. Experienced with Adobe Creative Cloud, Microsoft Office, Google Workspace, Mailchimp, Outlook, Zoom, Mac and Windows operating systems, and *The Chicago Manual of Style* (17th ed.) and MLA style guides. Familiar with SEO practices and basic website design. Works well independently and with a team. Consistently meets deadlines, juggles multiple projects simultaneously, and operates well under pressure. Has taught at the college level. Not afraid to ask questions. Loves to leave a positive impact.

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#### RW Digital Marketing / Content Writer

FEBRUARY 2022 - PRESENT, REMOTE

- Writing SEO pages, blogs, social posts, email content for clients
- Driving brand awareness, & attracting prospects to clients' bases
- Accurately capturing clients' brands & voices
- Paying attention to detail in grammar, editing, proofreading
- Working in Microsoft Office Suite & Google Drive
- Communicating professionally with clients & admin
- Writing monthly invoices for content pages
- Working independently & with a small team to meet deadlines

#### SimpleTense Education / Freelance Writer & Editor

NOVEMBER 2021 - PRESENT, REMOTE

- Writing/editing/proofreading essays, stories, assignments
- Meeting deadlines independently
- Adhering to all company writing guidelines
- Communicating professionally with clients & admin

#### SRPR (Spoon River Poetry Review) / Senior Editorial Assistant

JANUARY 2021 - MAY 2021, ILLINOIS STATE UNIVERSITY

- Led a small team to revamp SRPR's social media presence
- Designed/wrote/edited posts for Instagram, Facebook, Twitter
  - ◆ @SRPR\_News
- Created/edited with Adobe Photoshop, InDesign, Spark
- Launched IGTV book trailer series
- Acted as a liaison between authors & staff
- Established a consistent/fresh online voice for the journal
- Met/communicated remotely via Zoom & Microsoft Teams

## **Starbucks / Barista**

FEBRUARY 2020 - APRIL 2021, BLOOMINGTON-NORMAL

- Worked with small team to run store efficiently
- Maintained store according to COVID-19 guidelines
- Memorized beverage routines/recipes for menu
- Prepared food/beverages for customers
- Learned about tea/coffee to make better recommendations
- Recognized regular customers & remembered names, orders

## **Illinois State University / Creative Writing Instructor**

AUGUST 2020 - DECEMBER 2020, REMOTE

- Wrote a syllabus for Introduction to Creative Writing (ENG 227)
- Prepared lessons focused on underrepresented voices in writing
- Created unit schedules for poetry, fiction, nonfiction
- Recorded PowerPoint presentations weekly
- Organized student workshops
- Graded worksheets, reflections, edits, portfolios of student work
- Provided timely responses to students via Outlook & Zoom

## **Illinois State University / Graduate Assistant**

AUGUST 2019 - MAY 2020, BLOOMINGTON-NORMAL

- Provided cleaning, editing, layout, design, proofreading work for ISU-affiliated publications
  - ◆ Fiction Collective 2 book *Out of Nowhere Into Nothing* by Caryl Pagel
  - ◆ *Obsidian: Literature & Arts in the African Diaspora* vol. 45.2
- Worked with Adobe Creative Cloud
  - ◆ InDesign, Photoshop, Acrobat, Premiere Rush
- Designed posters for readings & guest speaker events
- Edited videos of in-person events
- Designed/wrote/edited posts for Instagram, Facebook, Twitter
  - ◆ @pubunit
- Attended weekly in-person meetings for professional development

## **Broadside: Writers & Artists / Editor-in-Chief**

AUGUST 2018 - MAY 2019, BRADLEY UNIVERSITY

- Designed/edited/laid out/proofread students' spring literary arts journal in Adobe InDesign
- Organized/collected student submissions through Google Drive & Google Forms
- Acted as a liaison between students, staff, members of journal, printing company, financial committee
- Answered emails via Gmail in timely manner
- Designed posters/social media posts for advertisement
- Drafted schedule/email drafts/guidelines for future journals
- Distributed journals on campus
- Organized open mic night/reading event for students

## **Bradley University / Teaching Assistant**

AUGUST 2018 - MAY 2019, PEORIA

- Co-taught university experience course for transfer students

(EHS 120)

- Co-wrote syllabus
- Created/delivered PowerPoint presentations
- Graded assignments, papers, reflections
- Worked with students in- & outside of class to help acclimate them to campus
- Taught students how to navigate Bradley's resources, websites

### **Bradley University / Transfer Student Aide**

APRIL 2018 - MAY 2019, PEORIA

- Worked as a resource for students transferring to Bradley
- Acted as a liaison between students & faculty
- Made phone calls & wrote emails to provide students necessary information about the transfer process
- Presented at Transfer Day events each semester to hundreds of students & families about Bradley
- Edited Transfer Student Handbook & orientation website
- Created a calendar for electronic communications
- Drafted scheduled emails, phone scripts
- Established warm & welcoming tone in all communications
- Organized social events for new students
- Represented Bradley University in a positive manner
- Met deadlines independently & with a small group

### **June Media, Inc. / Writing Intern**

MAY 2018 - AUGUST 2018, CHICAGO

- Wrote online content for associated websites
- Received/made edits to content in a timely manner
- Generated original ideas
- Met weekly deadlines independently

### **Acorn Public Library / Page**

SEPTEMBER 2016 - AUGUST 2017, OAK FOREST

- Assisted patrons with locating & recommending texts
- Organized books, newspapers, magazines according to Dewey Decimal System
- Kept a clean work environment

### **Cupid Candies / Server**

AUGUST 2014 - MAY 2016, ORLAND PARK

- Memorized menu items
- Took/prepared orders
- Recommended items to customers
- Worked independently & with a small team
- Interacted with hundreds of people a day
- Organized/kept a clean work environment
- Recognized regular customers & remembered names, orders

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## Education

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### Illinois State University / [Master of Science in Creative Writing](#)

AUGUST 2019 - AUGUST 2021, BLOOMINGTON-NORMAL

- Concentration: Hybrid Fiction & Poetry
- Sutherland Fellowship
- Women, Gender, & Sexuality Studies Certificate
- Overall GPA: 4.0

### Bradley University / [Bachelor of Arts in Creative Writing](#)

AUGUST 2017 - MAY 2019, PEORIA

- Minor: Marketing
- Presidential Transfer Scholarship
- Overall GPA: 4.0

### Moraine Valley Community College / [Associate of Arts](#)

AUGUST 2016 - MAY 2017, PALOS HEIGHTS

- Overall GPA: 4.0

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## Honors, Publications & Submission Reading

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My debut poetry chapbook, *small wings*, is now available from PRESS 254.

My master's thesis, *Queering Genre and Joy: Reclaiming and Navigating Queerness Through Hybridity* (2021), is now available via ProQuest. Other poetry publications of mine can be found in places like *You Flower / You Feast* (2020), *Pudding Magazine* (2019), *From Whispers To Roars* (2018), *Red Cedar Review* (2018), and *Broadside: Writers & Artists* (2017). I have volunteered as a submission reader for both *Broadside* (2017-18) and *SRPR* (2019-2021), where I accepted or rejected submissions based on each journal's trajectory.

I was nominated for a Pushcart Prize in 2020, and I received the Chester Sipple Poetry Award in 2019 for a group of five original poems. Other honors I have been awarded include funding for a class project called "Sustainability and the Soul" (2020), being named "Top Salesperson" in my Professional Selling class (2018), joining Sigma Tau Delta English Honor Society (2018-19) and Phi Theta Kappa Honor Society (2017-2018), and making the Dean's List during each semester of my undergraduate and graduate educations.