

# Briana Brown

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## EDUCATION

**SOUTHEASTERN LOUISIANA UNIVERSITY**, Hammond, LA

*Bachelor of Arts in English, Concentration in Creative Writing*

August 2019 - May 2023 GPA: 3.3

Honors: Outstanding Senior in English, Creative Writing Concentration;  
Dean's List, Provost's List, President's List, and Honor Roll

Publications: Poems "Hiding," and "Outside" in the Manchac Review 2024

## RELEVANT EXPERIENCE

**The Rec at Southeastern**, Hammond, LA (Feb 2021-Dec 2021)

*Control Desk Assistant, Fitness Room Monitor*

- Combined patience, determination, and persistence to troubleshoot issues
- Demonstrated confident, articulate, and professional written and verbal communication skills, in person and via electronic media
- Possessed a strong commitment to team environment dynamics
- Curated a safe, organized, and clean work environment

**Receiving at Southeastern**, Hammond, LA (Feb 2022-May 2022)

*Warehouse Team Member, Delivery Driver*

- Learned inbound processes, handheld devices, and delivery systems
- Communicated with multiple department leaders and assistants
- Valued feedback from others to learn and improve my productivity and effectiveness

**Housing at Southeastern**, Hammond, LA (Feb 2022-May 2023)

*Desk Assistant*

- Provided residents, students, parents/guardians, and faculty/staff with professional and superior service
- Aided in the daily operation of the front desk in a safe manner, facilitating the monitoring of arrivals and departures of residents and guests
- Maintained confidentiality in handling student and guest inquiries and records

**Walker Media LLC**, Remote (June 2022-Aug 2022)

*Digital Marketing & Social Media Intern*

- Collaborated with a group of 4 to learn, produce articles for websites, and meet deadlines for various projects and presentations
- Outlined and wrote 5 articles for websites with 5,000-10,000 word counts
- Learned to monetize and create content that has a search engine optimization (SEO) score of 100

**Strive Press LLC**, Remote (Aug 2022-May 2023)

*Publishing & Editing Intern*

- Gained comprehensive knowledge about the publishing process, industry, and copywriting techniques
- Conducted interviews with writers and experts so I could read and write outlines for books in niche genres
- Edited and proofread 3 books before publishing

## SKILLS & CERTS

**Computer Expertise:** Certified in Microsoft Word, Microsoft PowerPoint, and Photoshop; obtained thorough knowledge of all Google Apps; and I'm able to efficiently learn and adapt to computer systems

**References Available Upon Request**