

# Julia Maier

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## EDUCATION

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Bachelor of Arts (B.A.) in English Language and Literature **Expected Graduation: May 2018**  
Minors: General Business, Professional Writing, Spanish Language and Culture **GPA: 3.9/4.0**  
University of Maryland – College Park, MD

- Honors Humanities Living and Learning Program
- English Honors Program

## EXPERIENCE

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**Content Writing Intern – Palace Tours – Princeton, NJ** **June-August 2016**

- Wrote and published content on company website, such as tour descriptions and photo banners
- Revised and edited website content for consistency, clarity, and accuracy
- Designed, wrote, and sent 8 email campaigns to over 7,000 subscribers; analyzed email test results to optimize open rates

**Peer Tutor – University of Maryland Writing Center** **January 2016-Present**

- Collaborate with undergraduate students to develop writing across various disciplines and stages of writing, ranging from academic to professional contexts
- Adapt to the variety in writing experiences and levels (basic, honors, multilingual) to best assist students
- Researched Writing Center scholarship to present at the Mid-Atlantic Writing Centers Association Conference

**Teaching Assistant – English 101 (Academic Writing) – University of Maryland** **August 2016-Present**

- Create lesson plans, direct lessons and discussions, and meet with students outside of class
- Collaborate with professor to plan daily activities and syllabus
- Grade and record student work/participation with the university Electronic Learning Management System

**Intern – Honors Humanities Newsletter – University of Maryland** **August-December 2015**

- Collaborated to formulate article topics, wrote articles, and edited article submissions
- Designed and created page layouts on Adobe InDesign

## LEADERSHIP EXPERIENCE

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**Secretary – English Undergraduate Association – University of Maryland** **August 2016-Present**

- Serve as undergraduate representative on committee to redesign English major by attending committee and faculty meetings, performing SWOT analysis, and offering feedback on drafts

**Ambassador – Honors Ambassadors – University of Maryland Honors College** **January 2016-Present**

- Host prospective students for overnight and day visits
- Serve on Honors College information panels for Admitted Student Open Houses

## SKILLS

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- Social Media Campaign management on Facebook, Tumblr, YouTube, and Twitter
- Basic experience with Adobe InDesign, Photoshop, Premiere
- Intermediate Spanish (speaking, writing, listening)
- Microsoft Office, Mail Chimp, ecampaign-11, WordPress, paint.net, FastStone Photo Resizer

## HONORS AND RECOGNITION

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**UMD Writing Programs Award-** Awarded for investment in rhetoric and writing studies **June 2016**  
**Sigma Tau Delta-** International English Honor Society **January 2016-Present**  
**Dean's List-** Awarded to students with a semester GPA  $\geq 3.5$  **Fall 2014-Present**