

# David English

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## QUALIFICATIONS

Experienced researcher, communication expert skilled in writing and editing newspaper articles, journal articles, and student papers, attuned to details, excellent at meeting deadlines and budget requirements, able to multi-task, fluent in English, Spanish, and Italian and proficient in Microsoft Office, Adobe PowerPoint and InDesign, Dreamweaver, and C++

## PROFESSIONAL EXPERIENCE

**UC San Diego, Contributor, English Department Newsletter** **xxxx – present**

- Handle the tasks of identifying trends in English, literature, communications and history to channel into new projects for departments, national universities, online journals and alumni
- Check content, editing and organizing for uniformity and consistency
- Prepare manuscripts for copy-editing and drafting sales copy and fact sheets
- Coordinate and collaborate with production and marketing, increasing sales 20% during tenure

**Landmark Preservation Commission, Writer, San Diego, CA,** **xxxx-xxxx**

- Composed commission reports on citizen reactions to gentrification projects in San Diego
- Crafted California State New Initiatives proposal requesting resources to conduct focus groups locally and statewide
- Secured a grant for \$500,000

**Salon.com, Contributing Editor, CA** **xxxx-xxxx**

- Wrote 10 book reviews for biographies and autobiographies with highest ranking among genre
- Responsible for assisting editor in writing headlines, page layouts and selecting new stories utilizing HTML, PowerPoint and InDesign application and tools

**Yale Daily News, Staff Writer, New Haven, CT** **xxxx-xxxx**

- Researched and wrote on events for oldest US collegian newspaper, established in 1878
- Developed story ideas, delegated assignments, and supervised 5 staff writers
- Edited stories for all eight sections of the paper
- Paper received honorable mention at the Northeastern University Newspaper Competition
- Named *Best Staff Writer* for the xxxx-'xx academic year

## LEADERSHIP

**UC San Diego, Teaching Assistant, English Literature Department** **xxxx-present**

- Critiqued undergraduate students 1500-word papers on modern American literature
- Initiated and co-facilitated individual writing enhancement group for over 200 undergraduate and graduate students during tenure

**San Diego Health & Human Services, Volunteer** **xxxx-present**

- Read textbooks onto tape to vision-impaired students 15 hours/week

**Yale University, Assistant, Study-skills Bridge Program** **xxxx-xxxx**

## EDUCATION

**UC San Diego, PhD Literature, GPA 4.0** expected, fall xxxx

**Yale University, New Haven, CT**

B.S. English, **GPA 3.75**, minor: Communications **xxxx**