



MK

MELISSA KIMBALL

MTK14C@MY.FSU.EDU | (954)-292-8928

SKILLS

I'm a fast reader, but that doesn't impede my ability to notice details. I've got a good grasp on grammar, and I'm not afraid to ask questions when I need clarification.

VOLUNTEER EXPERIENCE OR LEADERSHIP

I volunteered at a daycare center for a short time in 2010. I also volunteered at a Special Olympics event in 2017.

INTERNSHIP EXPERIENCE

Intern at Dzanc Books •
August 2017 – November 2017

My responsibilities included evaluating manuscripts and contest submissions, compiling a year-list of seasonal catalogues for the house, and participating in weekly conference calls with my supervisor and other interns.

EXPERIENCE

INDEPENDENT CONTRACTOR • FULTON COUNTY SCHOOLS • JUNE 2015 – JULY 2015

I worked in the assessment department at the school board administration building. I worked on editing SLO tests for grades K-12. I edited the test questions and answers for correct grammar as well as teacher rubrics and admin guides.

INDEPENDENT CONTRACTOR • FULTON COUNTY SCHOOLS • MAY 2016 – JULY 2016

I once again copyedited SLO tests, rubrics, and admin guides for grades K-12.

INDEPENDENT CONTRACTOR • FULTON COUNTY SCHOOLS • AUGUST 2017

I worked on correcting district-wide standards for the new school year as well as compiling lists of prioritized standards for each grade and subject.

EDUCATION

B.A. IN CREATIVE WRITING • IN PROGRESS • FLORIDA STATE UNIVERSITY

I currently have a 3.4 GPA. By the time I've graduated, I will have taken 6 creative writing classes, five literature classes, seven English composition classes, and two English classes.

MINOR IN ANTHROPOLOGY • IN PROGRESS • FLORIDA STATE UNIVERSITY

I've completed seven anthropology classes.

CERTIFICATE IN PUBLISHING AND EDITING • IN PROGRESS • FLORIDA STATE UNIVERSITY

By the end of my college career, I will have completed six classes on editing and publishing, including two graduate level classes, as well as three internships.