

NICHOLAS ALLEN

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210-1 Purefoy Road
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education

M.A. Literature, Medicine, and Culture
University of North Carolina
expected May 2019

B.A. Professional & Technical Writing
B.A. Literature & Language
Honors Diploma
Virginia Tech
May 2016
3.83 GPA

experience

HHIVE Community Resource Manager

UNC, Chapel Hill NC

August 2017-May 2018

Create and manage target-specific content for HHIVE's website using WordPress
Write and send weekly updates, event promotions, and scholarly opportunities for a wide audience
Manage HHIVE's event calendar and listserv

Critical Speaker Series Event Assistant

UNC, Chapel Hill NC

August 2017-May 2018

Revamp event series design efforts (see bit.ly/CSSposterdesign)
Promote events across university departments, listservs, and buildings

Technical Writer

Ozmo, Blacksburg VA

February 2017-July 2017

Maintained an in-house style guide emphasizing accuracy, brevity, and technical consistency
Created step text for online tutorials that guided cellphone users through in-depth tasks on
Apple and Android
Increased the efficiency and accuracy of the writing process to handle increased depth and
project load

Senior Content Developer

Ozmo, Blacksburg VA

January 2016-February 2017

(previously: Digital Content Developer, May 2015-January 2016)

Created browser-accessible, virtual devices and guided tutorials for Verizon, Telus, Rogers, and
other North American wireless service providers
Used Photoshop to edit, resize, and publish images for web use according to both internal and
client-provided style standards
Completed tasks quickly and independently as part of a team managing multiple projects and
deadlines simultaneously
Mastered HTML syntax and in-house XML framework to reduce project completion times

Assistant Editor

College of Natural Resources and Environment, Virginia Tech

Summer 2014

Wrote articles from independent research, interviews, and analysis for web and print publication
(see bit.ly/NAfeatured)
Copyedited articles with regard to substantive and mechanical elements in accordance with
Virginia Tech's University Style Guide
Created interest and support for the College through positive press
Managed multiple projects simultaneously and independently

Assistant Editor

Narrative Magazine, San Francisco, CA

December 2013-July 2017

Read and evaluate manuscripts for their literary value and publication potential

Operate independently and manage multiple documents via telecommute

academic achievements

Virginia Tech University Honors – *Fall 2013-Spring 2016*

My honors diploma included 12 additional course credits, 6 credits of independent research, and a thesis paper. The thesis portion explores Ernest Hemingway's work as it informs our understanding of chronic illness, terminal illness, and gerontological dilemmas through a close reading of three novels.

Hemingway's Patients: Facing Illness Through Their Eyes

Paper Presentation at the 11th Annual Student Byron Conference in Messolonghi, Greece – *May 27th, 2016*

'Be Thy Proper Hell:' The Romantic Psychology of Self-Destruction and the Sublime

Dean's List – *all enrolled semesters*

Phi Beta Kappa Honor Society – *Spring 2016-present*

Sigma Tau Delta Honor Society – *Spring 2013-present*

Charles Steger Prize for Poetry 2012 honorable mention

Veterans of Foreign Wars Essay Contest 3rd place, \$1500 scholarship recipient (2011)

skills

yrs

- 10 – Mac & PC proficiency
- 9 – MS Office Suite
- 8 – Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- 3 – Google Apps Suite
- 3 – Style guide creation & maintenance
- 2 – HTML5/CSS
- 2 – DITA/information architecture
- 2 – Website design, publication, & maintenance

interests

Playing bluegrass and irish folk tunes on fiddle and mandolin.

Head coaching Chapel Hill Area Volleyball Club's 17U team.

Competing in local beach and indoor volleyball tournaments.

