





# Whitney Julianne Sullivan

## Copy Editing and Content Production

### CONTACT

 (309) 255-8721  
 wj-sullivan@wiu.edu  
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Macomb, IL 61455  
 linkedin.com/in/wj-sullivan

### ADDITIONAL SKILLS

Editing & Formatting  
Microsoft Office  
Analytical Thinking  
Team Leadership & Mentoring  
Organization & Time Management  
Creative Problem Solving  
Communication & Scheduling  
Attention to Detail  
Tolerant & Flexible  
Professional & Technical Writing  
Academic & Creative Writing  
Apple Software  
Writing Studies  
Educational Consulting

### CONFERENCES

“Unmasking the Sailor: A Homoerotic View of Ishmael and Queequeg in *Moby-Dick*”  
Sigma Tau Delta EGO Conference  
Western Illinois University, Fall 2019

### PUBLICATIONS

Illinois's Best Emerging Poets:  
An Anthology  
Z Publishing House – August 2017

### REFERENCES

Amy Mossman  
Western Illinois University  
cell: (309) 255-6774  
AP-Mossman@wiu.edu  
Writing Center Director  
  
Roberta Di Carmine  
Western Illinois University  
R-Dicarmine@wiu.edu  
Director of English Graduate Studies

### CAREER OBJECTIVES

Administrative Coordinator with 2 years of experience working directly for the University Writing Center. Freelance Editing with 4+ years of professional experience during college. Impeccable written communication skills and interpersonal skills. Knowledge of Writing Center Theory and Practice. Looking for career progression as Writing Center Director, Educator, and/or Remote Editorial work.

### PROFESSIONAL EXPERIENCE

Freelance Copy Editor, Macomb, IL  
*June 2016 – Present*

- Academic projects, such as Thesis, Dissertations, & Portfolios
- Professional writing, such as Resumes, Contracts & Memos, & Journal Publications
- Utilized Microsoft Office & Google Suite to help others improve their writing

*Copy Editing, June 2016 – September 2016*

- Assist on preparation for web-based and printed books using Adobe programs
- Collaborated on formatting, proofing, and editing for *Aquatic Mammals Journal* (Vol. 42, Issue 3, Issue 4)
- Collaborated on formatting, proofing, and editing for *IRCJ: Illinois Reading Council Journal*

Western Illinois University Writing Center, Macomb, IL (Contract)  
*Administrative Coordinator, October 2019 - July 2020*  
*Teaching Support Assistant, August 2018 - July 2020*

- Managed and maintained the UWC scheduling, training, and outreach
- Enhanced social media and outreach
- Logged receptionist duties, such as answering phones and scheduling appointments
- Implemented eTutoring as an online drop-off service through WC-Online
- Conducted comprehensive and diverse training for both synchronous and asynchronous appointments
- Trained consultants using WC-Online for eTutoring and online appointments
- Organized and disseminated data findings using Microsoft Excel software

GameStop, Inc., Macomb, IL  
*Game Advisor / Sales Associate, November 2017 - Present*

- Provided customers with detailed knowledge of upcoming games and consoles
- Provided customer service and responded to customer inquiries and complaints
- Answered questions and offered advice about merchandise selection
- Itemized and totaled customer merchandise selection and handled transactions
- Designed and set up advertising displays to attract customers and promote sales

### EDUCATION

Western Illinois University, Macomb, IL  
Master of Arts in English Language and Literature, July 2020  
Concentrations: Medieval Literature, Film and TV, Writing Studies  
*Extracurricular Activities: Big Brother Big Sister (2016–2020), Creative Writing Workshops, and Sigma Tau Delta*

Western Illinois University, Macomb, IL  
Bachelor of Arts in English Language and Literature, 2014 – 2017  
*Minor in Creative Writing with a focus on Fiction and Poetics*  
*Minor in Psychology with a focus on Drugs and Addiction*  
*Extracurricular Activities: Big Brother Big Sister (2016–2020), Creative Writing Workshops, and Gerontology Club*