

## Ira Ungar

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### Summary

- Strong organizational and editing skills; ability to multi-task and work in a collaborative environment
- Excellent professional etiquette and communication skills
- Proficiency in MS Word and Excel

### Education

**Goucher College**, Baltimore, MD, May 20xx

*Bachelor of Arts*, English with Creative Writing concentration, *GPA*: 3.9

*Honors*: Marvin Perry Scholarship (20xx – present), Isabelle Kellogg Thomas Prize for Excellence within the English major (20xx, 20xx), Kratz Center for Creative Writing Fellowship (20xx)

### Related Coursework

***Independent Work in English*** with Jonathan David Jackson, Goucher College, Baltimore, MD, Fall 20xx

- Created character studies in preparation for writing a novel.
- Generated themes of personal significance and urgency as an exercise in constructing a series of linked short stories.

***Advanced Writing Workshop*** with Julianna Baggott, Goucher College, Baltimore, MD, Spring 20xx

- Studied under the tutelage of the Spring Writer-in-Residence in a class of ten, an annual opportunity for advanced writing students.
- Experienced the writing style and generative techniques of a visiting professional writer.

***Advanced Seminar in Creative Writing*** with Madison Smartt Bell, Goucher College, Baltimore, MD, Fall 20xx

- Practiced workshop method in a group of four students with renowned novelist and professor.
- Developed discipline and a prolific approach to writing through weekly deadlines.
- Devoted time and thought in preparing peer feedback.

***Iowa Summer Writing Festival***, University of Iowa, Iowa City, IA, Summer 20xx

- Awarded Kratz Center for Creative Writing Fellowship for program.
- Attended five intensive workshop courses: “The Short Story,” “The Very Short Story,” “The Art of the Anecdote,” “Character and Action,” and “Advanced Short Story.”
- Presented portfolio to Kratz Center Director, Madison Smartt Bell.

### Related Experience

***Goucher Quarterly***, Editorial Assistant, Goucher College, Baltimore, MD, Fall 20xx – present

- Conduct interviews with members of the Goucher community, past and present, for prolific pieces.
- Coordinate and format alumnae/i class notes.
- Copy-edit drafts of the publication at various stages of completion.
- Utilize strong interpersonal skills to communicate with high-level administrators and alumnae/i.

***Word 4 Word*** (campus based literary group), Intern, Goucher College, Baltimore, MD, Fall 20xx – present

- Organized readings and activities such as the periodic “Write Night” program to inspire and prompt students’ writing outside of their major.
- Oversee the distribution and accessibility of literary magazines, guides to small press publishers, and materials pertaining to graduate writing programs.
- Coordinate marketing and logistics for off-campus events, such as the PEN/Faulkner readings at Folger Shakespeare Library in Washington, DC.
- Work to develop peer feedback and critique sessions.

***Westbury Memorial Public Library***, Intern, Westbury, South Dakota, Summer 20xx

- Copy-edited monthly newspaper and wrote public relations material covering library events.
- Updated and managed media database and recreated a hardcopy for patron use.
- Managed library’s collection by researching frequency of circulation within specific Dewey decimal ranges.
- Assisted with presentation of neighborhood demographic study to better understand community needs with respect to computer literacy and healthcare programs.