

A.L. Mundt

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SUMMARY

Summa cum laude graduate of St. Norbert College with a BA in English and minor in fine art. Published author of an ongoing YA Fantasy trilogy, *Messengers*, practicing editor and copy editor, and former editor for the St. Norbert College magazine and its literary journal, *Graphos*. Passion-driven and looking for a fulfilling, challenging career to continue in the publication field.

EXPERIENCE

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- 08/2019 to Present** **Description Editor (Remote)**
Deelat Industrial – Miami, Florida
Editor and optimizer of product descriptions on Deelat's official American, Canadian, and Australian online stores. Responsible for implementing keyword research and specific technical information into the descriptions and titles of the products.
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- 02/2019 to Present** **Editor (Remote)**
Melange Books – White Bear Lake, MN
Editor of fiction manuscripts, responsible for working one-on-one with authors on the basic content and copy editing of their novels.
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- 01/2019 to Present** **Editor, Copy editor, Research and Social Media Assistant**
Written Dreams Publishing – Green Bay, WI
Multitasked employee working primarily as an editor and copy editor of fiction and nonfiction manuscripts, as well as researching possible sale and event locations for authors, and being an active admin on the company's social media pages.
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- 08/2018 to 12/2018** **Publications Associate**
St. Norbert College – De Pere, WI
Intern responsible for editing the weekly SNC News and assisting with the writing and meticulous editing of articles for the SNC Magazine, according to SEO strategies.
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- 08/2017 to 12/2018** **Writing Center Tutor**
St. Norbert College – De Pere, WI
One-on-one tutor with students seeking assistance with the content and execution of their academic and creative writing.
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- 08/2017 to 12/2018** **Graphos Co-Editor**
St. Norbert College – De Pere, WI
One of two editors responsible for the selection, proofreading, layout, design, and publication of St. Norbert College's literary journal every semester.
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- 08/2016 to 12/2016** **Intern/Monthly Newsletter Creator**
Wise Women Gathering Place – Green Bay, WI
Tasked with the writing, design, and publication of the Wise Women monthly newsletter for three issues.

EDUCATION

06/2015

High School Diploma (4.23 GPA)
Pewaukee High School— Pewaukee, WI

12/2018

Bachelor of Arts, Summa Cum Laude (4.0 GPA)
English (creative writing) with art minor and Spanish language certificate.
St. Norbert College —De Pere, WI

SKILLS

Proficiencies:

- Writing (fiction/nonfiction)
- Editing, copy editing, and proofreading
- Research and compilation, including SEO keyword research
- Web content optimization
- Computer literacy, including Office and Photoshop
- Style guides, including AP and Chicago
- Social media content creation

Work Ethic:

- Quick Learner
- Goal-driven
- Cooperative
- Creative problem solver
- High attention to detail
- Completes tasks well ahead of deadlines

AWARDS AND HONORS

- Presenter, Sigma Tau Delta International English Convention (2018-2019)
- Recipient, Mary McHale Wood Endowed Scholarship for Excellence in Writing (2018)
- Winner, Distinguished Undergraduate Research Award, Oral Presentation (2018)
- Winner, St. Norbert College Literary Award, Fiction (2018)
- Second place, St. Norbert College Literary Award, Critical Essay (2018)
- Member, Sigma Tau Delta English Honor Society (2017-present)
- Recipient, the English Endowed Scholarship (2017)
- Winner, St. Norbert College Literary Award, Fiction (2017)
- Honorable mention, St. Norbert College Literary Award, Critical Essay (2017)
- Recipient, St. Norbert College Trustee Distinguished Scholarship (2015-2018)
- Winner, Academic Decathlon State Finals Top Scholar, Pewaukee (2015)
- Winner, WHSFA State Forensics Competition, Perfect Score (2014)
- Member, National Honor Society (2013-2015)

PUBLICATIONS

- *Messengers Book II: Ashes & Ice*, Written Dreams Publishing (Nov. 2019)
- *Messengers Book I: Water & Earth*, Written Dreams Publishing (Sept. 2019)
- "Student Studio Offers Unique Opportunity to Emerging Artists," St. Norbert College eNews (Feb. 2019)
- "Ask the Abbot," St. Norbert College eNews (Nov. 2018)
- "Local Tattoo Artist Brings a New World of Ink to Campus," St. Norbert College eNews (Oct. 2018)
- "Winter's Prey," *Burnt Pine Magazine* (Fall 2017)
- "Skylark Drive," *Sheepshead Review* (Fall 2017)
- *Messengers Book I: Water & Earth*, Orange Hat Publishing (Dec. 2016)
- 12 short stories, 3 poems, and 21 paintings in *Graphos* (Fall 2015-Fall 2018)