

Steven Underwood, Jr.

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Centenary University – Hackettstown, NJ

Bachelors of the Arts in English: Creative Writing

EXPERIENCE

Copy Editor/Story Producer, ABF Creative

Newark, NJ | June 2018 – Present

- Draft audio scripts for exclusive talent and ABF clients.
- Assist Directors during corporate events and productions.
- Edit copy and storyboard to adhere to Brand-specific expectations.

Resident Assistant, Centenary University

Hackettstown, NJ | April 2016 – May 2018

- Recognized potential threats to student safety and report on both active and passive mediation in official documentation.
- Counseled peers on personal, academic, career and residential concerns while maintaining professionalism
- Enforced university policies while serving as a role model for peers and residences.

Editor-in-Chief/Blogger, #theVIBE

Hackettstown, NJ | February 2016 – May 2018

- Manage a team of 6 freelancers.
- Design and operate the Wordpress site.
- Edits 20+ research proposals and drafts.
- Produce creative ideas for 30+ digital articles.
- Perform administrative duties including interviews, tours, social media management and clerical work.
- Use Adobe Suite to create Instagram and Facebook posts.

Proofreader, The Writing Collaboratory

Hackettstown, NJ | January 2015 – May 2018

- Collaborate in sessions and with departments for editing and developing grammar and writing techniques.
- Lead grammar workshops, and workshops on various documentation styles.
- Moderate sessions and panels developed for presentation at conferences on pedagogy, such as NJPTW, NEWCA, etc.

INTERNSHIPS

Culture Writing Intern, Comicsverse

New York, NY | May 2016 - Oct. 2016

- Produced and published articles critically analyzing niche topics and culture
- Find and edit stock and copyright-free images.
- Observed editorial expectations, comments and deadlines.

Culture Intern, Le Reine Noire

LeReineNoire.com | August 2017 - December 2017

- Produced and published articles critically analyzing Black and Hip Hop culture through feminism
- Observed editorial deadlines during the tenure of blog publication.

SKILLS

Practical

Copywriting
Copy Editing
Communication
HTML
SEO
Marketing
Peer Mediation
Critical Analysis
Administration
Safe Zone Cert.
Conflict Resolution

Software

Adobe InDesign
Adobe Photoshop
WordPress
Microsoft Office

ACCOLADES

2018 Eugene A. Noble
Award for Leadership &
Enthusiasm

Sigma Tau Delta, English
Honors Society

Chi Alpha Epsilon, E.O.P.
National Honors Society