

# ELISABETH CURTIS

## Summary of Qualifications

- Producer of quality work in academic and business settings
- Creative idea and content generator with proven follow-through
- Adaptive writing capability for various purposes, audiences, styles, and genres

## Skills

- Technical: Canva, Terminal Four, Wix.com, Lucid Charts, current courses in Adobe
- Graphic: design sensibility, document design
- Written communications: clear style, rhetorical awareness, research, fact-checking, proofreading, editing
- Interpersonal: project management, collaboration, professionalism

## Work Experience

STUDENT OFFICE ASSISTANT

IDAHO STATE UNIVERSITY COLLEGE OF ARTS AND LETTERS OFFICE OF THE DEAN

FEBRUARY 2021- PRESENT

*\*Project can be found on eecurtis.com portfolio*

### Social Media Campaigns

- Level Up!\*, University Studies Highlights\*, Faculty Highlights\*
  - Theatre and Dance post reached over 4,000 people on social media
  - Commercial Music article\* published by the Idaho State Journal
- Conducted interviews, generated story ideas, wrote articles, social media design
- Web and print publications, social media calendar, posting

### Communications and Writing Projects

- Frank Church Symposium opening remarks for the dean
- Letters to faculty and students
- Line item budget proposal narrative
- Biographies featured on Endowment Scholarship page [isu.edu/cal](http://isu.edu/cal)\*

# ELISABETH CURTIS

## Education

MASTER OF ARTS IN COMMUNICATION

Idaho state university

Accepted into program and starting fall 2022

B.A. IN ENGLISH PROFESSIONAL WRITING

Idaho State University

May 2022, Suma Cum Laude

*\*Project can be found on eecurtis.com portfolio*

### Special Projects

- Social Media Toolkit\*
- Crisis Management Communications Plan\*
- Productions: YouTube podcast interview\* and meditation\*; Radio Show\* aired on KISU radio in 2021
- News press release, voice script, and field report
- Intro to Grant Writing course; grant proposal for Ketchum Public Library

## Volunteer

**English Undergraduate Committee Student Representative 2021-2022**

Met twice monthly to conduct a curriculum review of literary track

**American Red Cross Blood Donor**

**Idaho Food Bank**

## Select Awards and Publications

- Ford Swetnam Poetry Prize winner, 2021 for poem "Soldier's Wages"
- Five pieces prose/poetry published in 2021 and 2022 *Black Rock & Sage*
- Charles Kegel Scholarship recipient, based on merit for essay writing

## References

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### **Dr. Thomas Klein**

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### **Dr. Margaret Johnson**

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### **Dr. Robert Watkins**

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