

# Julia Avila

30 Hull Street Beverly, MA 01915

Phone: (978)-578-7944. Email: avilajulia57@gmail.com

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## EDUCATION:

University of Massachusetts, Amherst

*Expected Graduation*..... *May 2020*

- Bachelor of Arts in English
- Certificate in The Study and Practice of Writing
- Certificate in Professional Writing and Technical Communications

GPA	3.8
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## TECHNICAL SKILLS:

- Proficiency in Microsoft Office.
- Working knowledge of WordPress.
- Novice understanding of HTML and CSS.
- Social Media (Facebook, Instagram, Twitter, Snapchat, Tumblr, etc.)

## WORK EXPERIENCE:

UMass Amherst Writing Center, Amherst MA, Peer Tutor..... *Sept. 2017 – Present*

- Completed year-long internship and training in the theory and practice of tutoring
- Worked one-on-one with students and their writing in all genres
- Collaborated with diverse student bodies

Harborlight Montessori School, Beverly MA, Assistant Teacher..... *Jun 2018 – Aug 2018*

- Assisted in preschool and elementary summer camps
- Organized activities and programs
- Independently supervised small groups of elementary students

Centerville Elementary School, Beverly, MA, After School Staff..... *May 2018 – Jun 2018*

- Supervised elementary students during aftercare
- Assisted students with homework
- Facilitated activities

North Shore YMCA, Beverly, MA, Finance Intern..... *May 2017 – Aug 2017*

- Completed company invoicing
- Processed purchase orders
- Organized documents and contracts

## RELEVANT COURSEWORK:

- English 379: Intro to Professional Writing and Technical Communications
- English 388: Composition and Rhetoric
- English 391D: Writing in Emerging Technologies

## AWARDS:

- John and Abigail Adams Scholarship Recipient..... *June 2016-Present*
- Dean's List..... *Fall 2016-Present*