

Hannah Talyer

WRITER EDITOR DESIGNER

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💻 hsalyer.com



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EDUCATION AND HONORS

B.A in Professional Writing and Information Design

AUGUST 2018-MAY 2022

Minors in Bible and Women's Ministry

Cedarville University

- Dean's List Fall 2019, Spring 2020, and Fall 2020
- Dean's Honor List Spring 2021, Fall 2021, Spring 2022
- National Communication Association Honor Society Inductee Fall 2021

EXPERIENCE

Contract Writer at Lifiable

JULY 2022-JANUARY 2023

Remote

- Wrote and self edited blog content published on the LIFTABLE MEDIA site
- Researched and fact checked content before submitting for publishing
- Utilized software such as Trello to obtain article topics and notes from editors

Content Writing Intern at FamilyLife

MAY 2021-JULY 2021

Orlando, FL

- Wrote, edited, and published articles for the new FamilyLife site
- Created copy for 2022 donor wall calendar
- Wrote descriptions for FamilyLife Today podcast
- Wrote social media copy

Student Technical Writer at Cedarville University Information Technology

AUGUST 2020-MAY 2022

Cedarville, OH

- Wrote, edited, and published both internal and external Knowledge Base articles
- Applied consistent formatting, fitting the style guide, to each article
- Managed Instagram account, created content, and created social media playbook

EXTRACURRICULARS

Communication Manager for Society of Professional Writing at Cedarville University

AUGUST 2021-MAY 2022

Cedarville, OH

- Managed Instagram, Facebook, and LinkedIn pages
- Created social media content
- Managed The Write Major Blog
- Planned, edited, and published blog content

Secretary for Society of Professional Writing at Cedarville University

AUGUST 2020-MAY 2021

Cedarville, OH

- Created event graphics used in emails and on social media
- Wrote and sent emails to members
- Created PowerPoints for events
- Took meeting notes

SKILLS

- Microsoft Office 365
- Adobe Creative Suite
- Canva
- HTML 5
- CSS
- Wordpress & Wix