

Elizabeth Hennessey

Writing to make a difference

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West Des Moines, IA, 50265

Experience

Proposal Writing Intern

Telligen

June 2021 - December 2021

- Updated the Bids & Proposal Corporate Overview
- Wrote numerous documents synthesizing federal healthcare solutions in support of the Bids & Proposal standardization initiative.
- Conducted interviews with subject matter experts and verified all information

Freelance Writer

The Times Delphic

2018 - 2020

- Wrote news and entertainment stories for the weekly, on campus, paper
- Conducted interviews and verified sources
- Background in photojournalism

Print Consultant

OfficeMax

2016-2021

- Produced audience focused print jobs in a timely manner while managing walk in customers with approachable customer service
- Trained numerous employees on how to effectively producing print jobs
- Organized the departments' Print Log, to keep track of and produce multiple jobs under tight deadline

Professional References

Patrick Rogers: PRogers@telligen.com | (515) 991-4434

Erin Hart: EHart@telligen.com | (515) 223-2865

Education

Drake University

BAJMC in News and BA in International Relations

2018-December 2021

- Graduated Magna Cum Laude (GPA 3.75)
- Graduated with Departmental Honors from the School of Journalism
- Dean's List & President's List Honoree
- Ted Sell Memorial Scholarship Recipient, 2020
- Tom Norquist Scholarship Recipient, 2021
- Relevant completed courses; public affairs reporting, intercultural communication, digital media strategies, web design, strategic message design, and copywriting & editing.

Shawnee Heights High School

2014-2018

- Graduated with High Honors (GPA 3.8)
- President, National Honors Society
- President, Speech and Debate
- Copy Editor, *The Totem*
- Digital Editor, *The Totem*

Skills and Abilities

- Excellent Written and Oral Communication
- Copywriting and Editing
- Proficient in Microsoft Office
- Excellent Organization
- Customer and Audience Focused
- Research
- Proficient in AP Style
- Skilled in Adobe InDesign and Photoshop
- Basic SEO Experience