



Edel Pace

Technical Writer | Designer

www.edelpace.com

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SKILLS

PERSONAL

Creativity
Organized
Resourceful
Teamwork

TECHNICAL

Microsoft Office Suite
Adobe InDesign
Google Applications
HubSpot CRM

PROFESSIONAL

Critical Thinking
Problem Solving
Project Management
Public Speaking

LANGUAGES

Spanish - Native
English - Proficient
Portuguese - Beginner

AFFILIATIONS

Phi Theta Kappa Honor Society

2019 – Present
Member

The National Society of Leadership and Success

2019 – Present
Member

The National Society of Collegiate Scholars

2021
Nominated

EDUCATION

UNIVERSITY OF MEMPHIS

Memphis, TN // 2022 - Junior
BA - English, Professional Writing
Minor: Creative Mass Media
Accelerated Bachelor's to Master's Program
Dean's List - Fall 2020

PORTFOLIO

WRITING SAMPLES

2020 - 2021

Articles: To Write is to Free the Soul
Insulin Price: The Cost of a Life

Poetry: Again

News Story: Stay-at-Home Mothers Surfing the Resume and Wage Gap

Instructions: Building the Guacamaya Boat

<http://edelpace.com/portfolio>

PUBLICATIONS

PIONEER PEN

Volunteer State Comm. College // 2020
Student Literary Magazine
Print and Electronic
Poem: Coffee Bean
Photograph: The Streak in Nature
https://www.volstate.edu/sites/default/files/documents/humanities/english/Pioneer_Pen_2020v3.pdf

BEST ESSAY

Volunteer State Comm. College // 2020
Best Student Essays – Department of English
Print
Literacy Narrative: Start by Doing

VOLUNTEER WORK

VP of Education, Toastmasters

Lebanon Toastmasters Club // 7/2018-3/2020

As Vice President Education (VPE), I scheduled the club members' speeches, verify the completion of projects, and served as a resource for questions about the Toastmasters Pathways learning experience, speech contests, and the club mentor program.

Editor, Pioneer Pen

Volunteer State Community College // Spring/2020

As one of the editors of the student literary magazine Pioneer Pen, I encouraged student participation by promoting the Magazine through flyers and social media; reviewed submissions and verified they were error-free; collaborated in the Magazine's design phase in Adobe InDesign.