



Edel Pace

www.edelpace.com | hi@edelpace.com | linkedin.com/edelpace

PROFILE

Passionate about finding creative solutions to problems by providing the best content and innovative resources to improve and enhance the client's effort to quality and efficiency.

EDUCATION

UNIVERSITY OF MEMPHIS

Memphis, TN // May 2022

Bachelor of Arts, English - Professional Writing; Creative Mass Media
Participant of the Accelerated Bachelor's to Master's Program
Dean's List - Fall 2020, Spring 2021

VOLUNTEER STATE COMMUNITY COLLEGE

Gallatin, TN // May 2021

Associate of Science, English
Magna Cum Laude

VOLUNTEER WORK

Editor at Pioneer Pen, Volunteer State Community College

Gallatin, TN // May/2020

- Encouraged student participation through flyers and social media.
- Reviewed submissions and verified they were error-free.
- Collaborated in the Magazine's design phase in Adobe InDesign.

Vice President of Education, Lebanon Toastmasters

Lebanon, TN // July/2018-March/2021

- Organized and scheduled club members' speeches.
- Verified the completion of member's projects through Toastmasters Pathways.
- Served as a resource agent for questions about the Toastmasters Pathways learning experience, speech contests, and the club mentor program.
- Active and engaged member, participating in organization-wide initiatives such as Open House to build up our membership.
- Developed creative initiatives and campaigns to reach new audiences and engage existing members.
- Managed and evaluated the performance of social media content across Twitter and Facebook, as well as bi-weekly meeting planning emails.

PORTFOLIO

WRITING SAMPLES

Article: Insulin Price: The Cost of a Life

Blog Post: To Write is to Free the Soul

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

Instructions: Building the Guacamaya Boat

<https://edelpace.com/portfolio>

SKILLS

Microsoft Suite, Adobe Creative Cloud, Adobe FrameMaker, Adobe Captivate, G-Suite, WordPress, Hubspot, Slack, Asana.

LANGUAGES

Spanish - Native; English - Proficient; Portuguese - Beginner

AFFILIATIONS

Society of Technical Communication, STC, Member

2021 - Present

AIGA, Member

2021 - Present

Association for Talent Development, ATD, Member

2021 - Present

Phi Theta Kappa Honor Society, Member

2019 - Present

The National Society of Leadership and Success, Member

2019 - Present