

S H A W N Y A P E T E R S O N

SKILLS & ABILITIES

Computer Skills

- Data entry
- Typing and transcribing
- Microsoft Office applications – Word, Powerpoint, Excel, Outlook
- Google G Suite applications – Drive, Gmail, Slides, Sheets, Docs
- Familiarity with social media and blogging platforms, including Twitter, Instagram, Facebook, Tumblr, Pinterest, Blogger & Wordpress

Communication & Research Skills

- Email composition
- Intermediate working proficiency in Spanish
- Public speaking & presentation skills
- Library & database research experience

EXPERIENCE

June 2017 – Present

Deputy Campus Organizer, NextGen Virginia
Fredericksburg, VA

- Registering voters, processing forms, entering information into online databases, canvassing, and recruiting and managing a team of volunteers, working to increase political engagement and youth voter turnout on my college campus and the surrounding areas.

March 2017 – Present

Document Transcriptionist, The Papers of James Monroe
Fredericksburg, VA

- Transcribing letters written to and by James Monroe, working with digital scans of nineteenth-century documents and library-based print volumes.

Sept. 2015 – Nov. 2015

Intern, DPVA
Fredericksburg, VA

- Participated in campaign activities, including phone banking, turf-cutting, and canvassing, interacting directly with voters in a highly-contested district for a successful state senate campaign.

EDUCATION

2015 –2019

University of Mary Washington in Fredericksburg, VA
B.A. in English, B.A. in History

- Expected graduation Spring 2019

SPETERS3@MAIL.UMW.EDU

FREDERICKSBURG, VIRGINIA • 757-536-1278

Relevant Coursework

- *Methods of Advanced Literary Studies*
Studied widespread perspectives of literary theory, including psychoanalytic criticism and feminist & Marxist theories, with a focus on intersectional thinking.
- *History Practicum*
Prepared a research project over the course of the semester, managed a Wordpress course blog, and practiced public speaking skills culminating with a final presentation.
- *History Colloquium*
Gained experience with library research and online databases, focused on the process of research and crafting an argument, culminating with a final research paper and presentation.
- *Journalism Practicum*
Working with the student-run newspaper, interviewed sources, researched, wrote, and published four articles over the course of the semester for various sections of the paper. Publication examples available on request.

LEADERSHIP

UMW Young Democrats – In all my positions, I collaborate with other executive members to create presentations and run weekly meetings.

Vice President: April 2017 – Present

- Assisting the president in their duties, helping run meetings, and communicating with political campaigns on behalf of the club.

Secretary: April 2016 – April 2017

- Took notes for weekly club and executive meetings and managed the club email account, including composing and sending the weekly email.

UMW Creative Writing Club – In all my positions, I help plan and run club meetings and group workshops.

Vice President: April 2016 – Present

- Assisting the president in their duties, and composing and sending the weekly email.

Secretary: Sept. 2015 – April 2016

- Took notes for weekly club and executive meetings, managed the club email account, and organized the annual Spring Poetry Slam event.

EXPERIENCE

Travel, gardening, genealogy, yoga, literature, politics, interior design