

CHEYENNE ROY

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education

Michigan State University

September 2009–May 2013

- Undergraduate in Professional Writing (BA), Editing & Publishing specialization
- Additional studies in the Arts & Humanities
- Honor's College member
- Dean's List, seven semesters

January 2010–Present

proficiencies

- Thorough experience with Adobe Photoshop, InDesign, Dreamweaver, and Microsoft Office Suite
- Comfortable with video-editing software (Windows Moviemaker, iMovie)
- Experience with online content management via CSS and HTML
- Well-versed in social networking websites, including Facebook and Twitter

internships | michigan state university

The Visiting International Professional Program

November 2011–Present

Communications Intern

- Responsible for maintaining and revising the Visiting International Professional Program (VIPPP)'s website, including remodeling the photo gallery, updating recent news
- Worked in close quarters with non-native English speakers, facilitating feedback and generating ideas as well as receiving criticism and requests
- Designed several official documents—including several newsletters and an annual report
- Oversaw the production process for newsletters, from pitching article ideas, writing and editing articles, adjusting layout design, and promoting circulation

professional experience

The Alumni Chapel—Michigan State University

May 2010–January 2012

Student Assistant

- Coordinated & ran special events (wedding rehearsals, wedding ceremonies, church services)
- Developed communication skills via telephone for event coordinating
- Independently managed checklist of responsibilities in a time-sensitive environment

The Gallery at Snyder-Phillips—Michigan State University

August 2009–October 2012

Student Cook (April 2010–October 2012)

Human Resources Office Assistant (July 2011–October 2012)

- Distinguished customer communication skills, time management
- Worked in a position of simultaneous authority and cooperation
- Operated with various Microsoft Office interfaces, including Excel
- Maintained schedules and employee information, including the input of government documents