

# BRIDGET HANCHEK

Portland, OR  
hanchekb@msu.edu

hanchekb.msu.domains  
linkedin.com/in/hanchekb

## EDUCATION

May 2019

Bachelor of Arts in **Professional Writing**, Michigan State University

- Additional Major in **Japanese Language**
- Honors College
- Phi Beta Kappa Honor Society
- Study Abroad
  - Ireland and UK: Summer 2016
  - Japan: September 2017–April 2018
- Additional coursework
  - copyediting, document design, graphic design, web design, translation

## PROFESSIONAL EXPERIENCE

May 2018–Present

### Peer Advisor

*Japan Center for Michigan Universities*, East Lansing, MI

- Responded to student questions through email, Facebook, and Terradotta
- Wrote 3-4 blog posts a month, copyedited others' posts using WordPress
- Maintained social media schedules on Facebook, Twitter, Instagram, and Snapchat

January–August 2017;  
May 2018–Present

### Content Editor

*WIDE Research Group*, East Lansing, MI

- Wrote summaries and introductions for Sherlockian.net
- Transferred page information from old site to WordPress site, and checked links
- Edited for grammar, style, and consistency on a digital book and Sherlockian.net

January–May 2019

### Content Editor

*The Offbeat*, East Lansing, MI

- Communicated with authors through Submittable regarding deadlines and edits
- Read hundreds of submissions of fiction, creative non-fiction, poetry, and art pieces
- Edited for grammar and style on three pieces, proofread four others

September–December  
2018

### Writer and Editor

*ing Magazine*, East Lansing, MI

- Wrote four articles for print and four blog posts
- Edited at all stages of production, including proofreading
- Collaborated to plan promotional event for 50+ attendees

May–December 2018

### Peer Consultant

*Michigan State University Writing Center*, East Lansing, MI

- Guided non-native English speakers in improvement of their writing skills
- Explained Chicago, APA, AP, and MLA style of citations and overall format
- Delivered workshops on visual rhetoric and academic writing

August 2018

### **Facilitator**

*International Teaching Assistant Orientation, East Lansing, MI*

- Designed activities to help TAs create lesson plans and acclimate to US academia
- Provided framework for discussions on US college culture and student expectations
- Collaborated with team members to build activities and encourage conversation

October–December  
2017

### **Copyeditor and Translator**

*Wownas Corporation, Higashiomi, Japan*

- Translated advertisements and information material from Japanese to English
- Edited translated English copy, with reference to original Japanese
- Exchanged cultural insights on tourism, communication, and language learning

September 2015–  
May 2017

### **Research and Social Media Assistant**

*Stephanie Amada, East Lansing, MI*

- Posted daily to Tumblr and Facebook, increasing follower interaction
- Researched the publishing process for books and short stories
- Contributed to Prof. Amada's book proposal

May–September 2016

### **Copyediting Intern**

*Tokyo Journal, Los Angeles, California, worked remotely*

- Edited articles as Word documents with Track Changes, and PDFs with comments
- Checked accreditation and pagination on digital proofs
- Communicated with supervisors and shared Word files several times each week

March 2016

### **Writer**

*Refugee Development Center, Lansing, MI, worked remotely*

- Conducted one email questionnaire and two phone interviews
- Wrote explanations of RDC programs for a diverse audience
- Presented product, research, and methodology to client with team

June 2013–August 2015

### **Private Tutor**

*Keann Leonard, Portland, OR*

- Assisted elementary school student with homework and projects
- Taught Geography, Math, and research methods

## COMMUNITY INVOLVEMENT

January–April 2017

### **4<sup>th</sup> Grade Classroom Assistant**

*Glenclairn Elementary School, East Lansing, MI*

- Led groups and worked one-on-one in a writing class
- Increased student confidence and completion of assignments

January–June 2015

### **2<sup>nd</sup> Grade Classroom Assistant**

*Terra Linda Elementary School, Beaverton, OR*

- Increased ELL students' English comprehension skills with reading sessions
- Instructed and encouraged students struggling with Math
- Prepared classroom materials like worksheets and illustration guides

Every March,  
2011–2015

### **Children's Craft Leader**

*St. Pius X Catholic Church, Portland, OR*

- Designed crafts and taught them to children, according to age
- Assisted with set-up of dining hall, kitchen, and craft room

## SKILLS

- Japanese
- HTML and CSS
- Overleaf (LaTeX)
- WordPress
- Yoast
- Google Docs
- Adobe Creative Cloud
  - InDesign, Illustrator, Photoshop
- Social Media
  - Facebook, Instagram, Twitter