

# Andrew Plemmons Pratt

555 Some St, Charlottesville, VA 22902 • [andrewpratt@virginia.edu](mailto:andrewpratt@virginia.edu) • (434) 555-0505 • [www.savinglatin.com](http://www.savinglatin.com)

## EDUCATION

University of Virginia, Charlottesville, VA, May 2006

- M.A. in English Language and Literature, concentration in Literary and Cultural Theory, GPA: 4.0

University of Virginia, Charlottesville, VA, May 2005

- B.A. in English (High Distinction), Second Major in American Studies, cumulative GPA: 3.8
- Echols Scholars academic honors program, Intermediate Honors, Dean's List
- Waggenheim Memorial Scholarship in English, 2003

## EXPERIENCE

University of Virginia Women's Center, **Webmaster**, 2004–Present

- Build and maintain website, <http://womenscenter.virginia.edu>, using XHTML and CSS, for top-ranked women's center.
- Collaborate with communications and development staff and graphic designer to brand the Center's image.

The Local Species Project, **Communications Coordinator**, 2006–Present

- Coordinate publicity and recruitment for a collaborative community art project exploring the relationship between ecology and local culture.
- Design website, <http://www.virginia.edu/artmuseum/localspecies>, publicity materials and documentation.

Virginia Engineering Foundation, **Communications Assistant**, Summer 2005

- Managed e-newsletter, sent to 10,000 engineering students and alumni; maintained UVa E-News Online website, <http://www.seas.virginia.edu/enews>.
- Wrote development articles about the notable accomplishments of faculty, students and alumni.

Consortium of University Publications, **President**, 2003–2005

- Oversaw office resources, including 10 Apple desktop publishing workstations, for 12 member publications.
- Requisitioned funding, including creating budgets; applied for and won \$9000 in grants.

*The Declaration*, **Literary Editor**, 2003–2004

- Solicited news, humor and commentary features for weekly a magazine with a circulation of 5000.
- Edited and copy-edited material; wrote articles and editorials.
- Contributed to the November 11, 2004 spoof issue, which won the Independent Press Association's Campus Journalism Project award for Humor.

*The Declaration*, **Executive Editor**, 2002–2003

- Oversaw staff of 20 people, coordinating the work of 5 departments: features, news, culture, art and business; coordinated with courier and printer for efficient publishing and delivery.
- Orchestrated the March 13, 2003 issue, which won the Independent Press Association's Campus Journalism Project award for coverage of Race and Racism.

*Martha's Vineyard Gazette*, **Freelance Writer**, Summer 2003

- Wrote articles for the Arts and Features sections on local events and personalities.

*iris* magazine, **Layout Assistant**, 2005–2006

- Conceptualized and executed dynamic layouts for nationally distributed feminist magazine.

University of Virginia Art Museum, **Web Design Intern**, Spring 2004

- Collaborated with other interns on summer programs site, <http://www.virginia.edu/artmuseum/summerarts>.

## COMPUTER SKILLS

- Web Design: XHTML and CSS hand-coding; XML (TEI); Macromedia Dreamweaver and Fireworks
- Desktop Publishing: Adobe Photoshop, InDesign and Illustrator; Quark XPress
- Productivity: Microsoft Office Suite: Word, Excel, Publisher, FrontPage, PowerPoint and Access