



Ghostwriter

Tonya Richey

Professional summary

Motivated and detail-oriented entry-level Ghostwriter with a strong academic background in English and creative writing. Skilled in crafting engaging narratives and adapting writing styles to various genres and audiences. Eager to apply my writing skills and academic knowledge to contribute effectively in a professional ghostwriting role.

Experience

Content Intern (Part-Time)

February 2022 - December 2022

Smith & Johnson / Remote

- Contributed to the creation of articles, newsletters, and promotional materials.
- Provided research and writing support for senior editors.
- Managed and organized content files and documents, maintaining a streamlined workflow.

Academic Projects

Capstone Project: Novel Writing

January 2024 - May 2024

University of Connecticut

- Project Overview:** Completed a full-length novel as part of the capstone project for the Creative Writing concentration.
- Key Achievements:** Developed a 60,000-word manuscript, incorporating feedback from peers and faculty to refine narrative structure and character development.

Short Story Anthology

September 2023 - December 2023

University of Connecticut

- Project Overview:** Contributed multiple short stories to a student anthology published by the university.
- Key Achievements:** Wrote and revised three short stories, receiving positive feedback for originality and narrative engagement.

+1 (203) 555-6789

tonya.richey@email.com

United States, Stamford, CT

Education

Bachelor of Arts in English Literature

2020 - 2024

University of Connecticut

United States, Storrs, CT

- GPA:** 3.85/4.0
- Academic Honors:** Dean's List (2022, 2023, 2024), Magna Cum Laude
- Relevant Courses:**
 - Creative Writing
 - Advanced Fiction Writing
 - Nonfiction Writing
 - Literary Analysis
 - Writing for Media
 - Editing and Proofreading
 - Scriptwriting

Skills

Creative Writing ★★★★★

Research and Analysis ★★★★★

Adaptability ★★★★★

Editing and Proofreading ★★★★★

Time Management ★★★★★