

Seán Moreau

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EDUCATION

- **Emerson College**
 - **Master of Arts, *Publishing and Writing*** — May 2016
 - Cumulative 3.7 GPA
 - **Skills**
 - Adobe Creative Cloud (Dreamweaver, Illustrator, InDesign, and Photoshop), AP style, Chicago Style, design, eBook production, editing, social media, web (CSS and HTML)
- **University of New Hampshire**
 - **Bachelor of Arts, *English/Journalism*** — September 2014
 - Graduated **Magna Cum Laude**
 - **Minors: *Philosophy* and *Psychology***
 - Recipient, Greek Unsung Hero Award — Spring 2014
 - Participant, Cambridge Study Abroad Program at Gonville and Caius College, Cambridge, UK — Summer 2012
 - Recipient, First Year French Academic Excellence Award— Spring 2012

EXPERIENCE

- **Freelance Social Media Editor, Computerworld, Framingham, MA — May 2015 - Present**
 - Collaborating with editors and authors to edit news and feature articles and blogs
 - Managing various social media networks; posting daily to Facebook, Google+, Twitter, and LinkedIn
 - Daily Operations: Sending out newsletters, monitoring community involvement, and responding to reader emails
 - Creating, researching, writing, and editing slideshows
- **Office Assistant, Writing, Literature & Publishing Dept., Emerson College, Boston, MA — January 2015 - May 2016**
 - Answered phones and directed calls
 - Sorted, distributed, and forwarded mail
 - Posted information about events and readings
 - Excellent interpersonal skills, punctuality, and dependability
- **Production Intern, Heinemann Publishing, Portsmouth, NH — Summer 2014**
 - Reviewed, proofread, and copyedited proofs of manuscripts, layouts, and covers
 - Assisted production editors in art preparation for book covers and other in-text figures
 - Coded and checked manuscripts from copy editors
 - Transferred author and proofreader comments
 - Familiarity with Chicago style
- **Office and Research Assistant, UNH Cooperative Extension, Durham, NH — 2010 - 2014**
 - Assisted with social work and family studies professors on curriculum preparation and data entry for research purposes
 - Taught, supervised, and trained rookie work-study students using easy-to-understand concepts and hands-on experience in group projects
 - Used effective organization and time management skills to prepare for statewide events
 - Competent with **Microsoft Office** and **Macintosh** and **Windows** operating systems; 100 words per minute