Emily Hall

8 Parkenson Road, New Bloomfield, PA 17068
717-448-8647 | eahall7@gmail.com

EDUCATION

The Pennsylvania State University — University Park, PA
B.A. in English — 3.6 GPA
Minors in Technical Writing and Information Sciences and Technology — 2017

EXPERIENCE

Appian Corporation — Reston, VA
Information Developer – Intern — May - August 2016
- Authored documentation for quarterly software release
- Redesigned customer-facing documentation website
- Monitored and resolved existing documentation maintenance
- Designed company style guide for new hires
- Established new style standard for screenshots
- Copyedited new documentation

Office of the President and Provost — University Park, PA
Administrative Support — September 2014 - Present
- Copyedits speeches and office documents
- Compiles News & Notes for president's meetings
- Creates content for Provost website
- Assists president and provost's speech writer
- Aids in migration from physical files to electronic database
- Organizes meetings and materials

SKILLS

- Adobe InDesign
- Adobe Photoshop
- CSS
- C++
- Git
- HTML
- Markdown
- SnagIt

INVOLVEMENT

Xi Zeta Chapter of Sigma Tau Delta English Honor Society

- Webmaster on the Executive Committee
- Founding Member

Kalliope Undergraduate Literary Magazine

- Nonfiction Committee Member
- Copyediting Committee Member