

# Madeline Erb

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COLLEGE OF CHARLESTON, SOUTH CAROLINA - BACHELOR OF ARTS, ENGLISH

WILL GRADUATE IN SPRING 2025

## SUMMARY

Motivated student working toward a Bachelor's degree in English and seeking experience in writing and editing.

Detail-oriented Writer and Editor with a passion for crafting engaging content and refining written works. Proficient in various writing styles and editing techniques. Experienced in managing freelance projects and collaborating with clients to achieve their goals.

## SKILLS

- Enthusiasm for Fiction and Storytelling
- Excellent Communication
- Customer Service
- Content Writing
- Attention to Detail
- Beta Reading
- Creative Collaboration
- Self-motivation
- Proficiency with Microsoft Office, HTML, Canva, Mailchimp, Google Workspace, and Audacity.

## EXPERIENCE

NARRATIVE DESIGNER & MARKETING SPECIALIST/RESEARCH ASSISTANT - COLLEGE OF CHARLESTON CRITICAL ART AND TECHNOLOGY LAB

June 2024 - Dec 2024

Handled narrative design and the writing of in-game text for a VR game. Launched a mailing list to promote this game and the other games produced by the CofC CAT Lab. Handled social media. Did tag research + wrote marketing copy for the game's steam page. Assisted a professor with academic research within the field of Game Studies.

## STUDENT LIBRARY ASSISTANT - ADDLESTONE LIBRARY, COLLEGE OF CHARLESTON

2022 - PRESENT

Assisted with library equipment use, aided with technology access and checked out items.

Answered patron questions in-person or by phone regarding library services, resources, and hours.

Helped patrons find desired items, located books and other materials.

Shelved books using the Library of Congress Classification System.

## FREELANCE WRITING/EDITING

2019 - PRESENT

Managed and executed freelance projects including website editing, article writing, fiction commissions, and beta reading. Provided feedback on fiction writer's works as part of collaborative editing process.

Edited and proofread written materials, ensuring accuracy and consistency in tone and style.

Created error-free professional copy.

## EXTRACURRICULARS

**VICE PRESIDENT, LIBRARY STUDENT AMBASSADORS, COLLEGE OF CHARLESTON, FEBRUARY 2023  
- APRIL 2024**

**PRESIDENT, LIBRARY STUDENT AMBASSADORS, COLLEGE OF CHARLESTON, APRIL 2024 - PRESENT**

Collaborated with fellow students to plan and execute events, workshops, and initiatives aimed at promoting literacy and library engagement. Handled social media for the organization.

Played a significant role in organizing a month's worth of banned books events at my college, fostering dialogue on intellectual freedom and censorship issues, and promoting literacy and critical thinking within the community. Events occurred two years in a row.

## PROJECTS

Collaborated with artists to self-publish a comic and ran a successful Kickstarter campaign, exceeding funding goals and demonstrating entrepreneurial skills in content creation and promotion, raising over \$4,000.

Cohosted, edited, and ran social media for a podcast.

Handled Narrative Design and Project Management for a Visual Novel, coordinating an eight person team and directing voice acting.