

# SHOSHANA WEAVER

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## EDUCATION

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**Portland State University, College of Liberal Arts & Sciences** Mar 2024  
Master of Arts, Book Publishing Portland, OR

- Courses and professional experience in Editing, Developmental Editing, Adobe Design Software, Typography, Book Production and Layout Design, Book Marketing, and Audiobooks.

**Brigham Young University, College of Humanities** Apr 2021  
Bachelor of Arts, English Literature Provo, UT

- Classes in: English and American literature throughout history, including studies of particular periods and events related to literature; Critical Thinking and Theory; and Technical, Persuasive, Poetic, and Creative Writing and Strategies.

**Utah Valley University** May 2015  
Associate of Science Orem, UT

- Graduated with Honors, Golden Key International Society Member (Jan 2015 - Present)
- Received in conjunction with a high school diploma from Utah County Academy of Sciences

## EXPERIENCE

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**Allegory Books & Games** Aug 2024 - Present  
*Bookstore Cashier and Inventory Manager* Princeton, MO

- Process and catalogue new inventory (ordered and donated) for Basil and Square, determining condition, genre, and metadata
- Organize bookstore and sort shelves according to genres, authors, reading level, and design for best marketing and advertising
- Check out customers using scanner and Basil and Square software

**Carepoint GPO** Dec 2019 – Present  
*Operations Manager, Account Manager* Remote

- Manage office operations, including filing, mail, and weekly account book updates
- Compose monthly newsletters and responses to 5-10 emails and 3-5 messages per shift
- Manage 2000+ member accounts and contact with vendors
- Research product and contract information and cost comparisons to ensure benefits 3-5 a month

**Ooligan Press** Sep 2022 - Mar 2024  
*Editorial Staff* Portland, OR

- Assist with manuscript editing: developmental editing, copy editing, line editing, print and eBook proofreading
- Write marketing and social media copy
- Prepare press kits, tipsheets, P&Ls, and sales reports
- Assist Acquisitions with manuscript evaluation

**Weaver Business Coaching** Dec 2019 – Jan 2023  
*Social Media Manager* Remote

- Composed monthly articles on website
- Managed company advertisement and publication of podcast on WordPress, YouTube, etc
- Composed 3-5 posts on Facebook, LinkedIn, Twitter, and Instagram per week

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## **VOLUNTEER EXPERIENCE**

### **International Language Program (ILP)**

Jan 2021– April 2021

*Blog Post Writing Intern*

Remote

- Researched information about traveling, locations, and activities for up to 5 hours a week
- Composed 1 blog post per week according to a provided prompt and incorporated research

### **The Church of Jesus Christ of Latter-day Saints**

Dec 2016 – Sep 2017, Sep 2018 – June 2019

*Spanish-Speaking Voluntary Representative*

Bakersfield, CA

- Contacted 100-150 people a week through door-to-door or street contacts, referrals, and Facebook
- Developed 5+ lesson plans a week to promote community wellness and personal development
- Trained and counseled 4 new volunteers one-on-one about organization procedures, teaching, and problem-solving skills, adapting to a new environment and rigorous schedule, and Spanish

## **SKILLS**

Proficient in:

- Spanish
- Microsoft Word, Microsoft PowerPoint, and Microsoft Excel
- Google Suite

Trained in:

- Quickbooks and Wave
- WordPress
- Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Adobe Audition
- Basil, Libib, Bookscan