

# SHOSHANA WEAVER

shoshirocks@gmail.com · 801-471-3329 · [www.linkedin.com/in/shoshana-weaver/](https://www.linkedin.com/in/shoshana-weaver/) · [shoshanaweaiver.com](http://shoshanaweaiver.com)

## EDUCATION

<b>Portland State University, College of Liberal Arts &amp; Sciences</b>	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.	
<b>Brigham Young University, College of Humanities</b>	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.	
<b>Utah Valley University</b>	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

<b>Allegory Books &amp; Games</b>	Aug 2024 - Present
<i>Bookstore Cashier and Inventory Manager</i>	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	
<b>Carepoint GPO</b>	Dec 2019 – Present
<i>Operations Manager, Account Manager</i>	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	
<b>Ooligan Press</b>	Sep 2022 - Mar 2024
<i>Editorial Staff</i>	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	
<b>Weaver Business Coaching</b>	Dec 2019 – Jan 2023
<i>Social Media Manager</i>	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