

Melissa J. Lytton

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Education

University of Kansas, Lawrence, KS

- BA in English: Creative Writing
- Graduated with Honors and Distinction, Summer 2010
- GPA: 3.8
- Related Coursework: Foundations of Technical Writing, Digital Imaging for Artists

Skills

- Microsoft Office, Internet, Email programs, Adobe Photoshop, Dreamweaver, HTML
- Beginning knowledge of Adobe Illustrator, InDesign, Flash, Fireworks, Quark
- Proficient with both Mac and PC
- Typing speed of 70 wpm without error

Honors

- 2010 Edgar Wolfe Award in Fiction for short story "Operator"
- 2008-2009 Science Fiction Scholar at the University of Kansas
- Golden Key International Honor Society Member
- Sigma Alpha Lambda Member

Publications

- Quarterly articles for *Gothic Beauty Magazine* (Issue 31 to present)
- Monthly/bimonthly business articles for *One Life Newsletter* (October 2009 to present)
- Biweekly column for University *Daily Kansan* (August 2009-May 2010)
- "Confessions" performed by the Multicultural Theatre Initiative (November 2009)
- "Great Literature in the Plural Form" in *Believing in Greatness* (Elder & Leemaur, 2007)

Employment

10/2008----Present: Freelance Writer, Graphic Designer, Model

Happy Goth Productions, Olathe, KS

- Created a wide variety of products, including personal tattoo designs, book cover designs for professional publishing house, event fliers for charity, magazine advertisements, and group logos.
- Developed a brand image and cultivated an online presence.
- Acquired repeat customers through attention to detail and project flexibility.
- Worked with other local businesses, as well as larger internationally distributed publications.

09/2010----03/2011: Server

Olive Garden, Olathe, KS

- Balanced demands in a fast paced, high pressure retail environment.
- Successfully used connection cards and attention to personal detail to increase customer satisfaction and create repeat customers.
- Received recognition for aiding the kitchen during dinner rush computer system failure.

07/2010----08/2010: Receptionist (Temporary Position)

Arc Therapeutic Massage, Harrisonville, MO

- Answered questions and made appointments on the phone and in person.
- Organized SOAP notes and entered records into computer system.
- Cashed out drawer and balanced records at the end of the day.
- Contacted local businesses for advertising opportunities.

08/2009----06/2010: Assistant (Temporary Position)

DLHammack, Overland Park, KS

- Developed and maintained a website for Sheet Music Storehouse, a division of DLHammack.
- Balanced accounting records, tracking profits and costs.
- Took inventory of current and incoming merchandise.
- Responsible for photographing, describing, and entering merchandise into store database.
- Transported and unloaded merchandise.

08/2009----05/2010: Columnist

University Daily Kansan, Lawrence, KS

- Met weekly deadlines for rough and final drafts.
- Addressed sensitive student diversity issues in the fall '09 column and psychological sexual health in the spring '10 column.

06/2009----07/2009: Internship

New Letters Magazine/BkMk Press, Kansas City, MO

- Developed literary analysis reports under direction of the managing editor.
- Designed commercial ads and event ads for professional use.
- Designed cover for New Letters Vol. 75 No. 4.
- Line-edited projects for publication.
- Edited audio and trailed New Letters on the Air interviewer.
- Evaluated the merit of incoming submissions.
- Updated website and provided technical support.
- Attended to basic clerical and accounting duties.
- Created visual displays promoting the office.
- Ran merchandising booths.

References

Susan Schurman
Assistant Managing Editor, BkMk Press
5101 Rockhill Road
Kansas City, MO 64110
(816) 235-2558

Alan Barber
General Manager, Olive Garden
15090 West 119th Street
Olathe, KS 66062
(913) 768-4372

Dora Furlong
Owner, Arc Therapeutic Massage
801 S. Commercial St.
Harrisonville, MO 64701
(816) 884-3039

Giselle Anatol
English Professor, University of Kansas
1445 Jayhawk Boulevard
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(785) 864-2530