

Rebecca Dutsar

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Education

Ithaca College, Ithaca, NY

Bachelor of Arts: May 2017

Major: **Writing** Minor: **English**

GPA: 3.6

Honors: John Harcourt Merit Scholarship; Ithaca Prestige Award; Dean's List Fall 2015;

Member of Sigma Tau Delta English Honor Society; Participant in the Distinguished Visiting Writers Series Fall 2015, Fall 2016, & Spring 2017

Writing & Communications Experience

Marketing Intern – Cornell University Press Ithaca, NY Winter-Spring 2017

Assisted in the promotion of academic books through researching potential connections in related academic fields, organized contact materials and information, and wrote fact sheets to gain attention for upcoming publications.

Intern – United Way of Tompkins County Ithaca, NY Fall 2016

Wrote and edited development and marketing materials, edited handouts, built grant application forms, wrote guides for grant applicants, and created posts for social media.

Development Committee – Ithaca Underground Ithaca, NY Winter-Fall 2016

Wrote and revised grant applications, organized and brainstormed for fundraising and promotional projects, and engaged potential community partners and sponsors.

Intern – Suicide Prevention & Crisis Service Ithaca, NY Winter-Summer 2016

Edited webpages and handouts, wrote blog posts and press releases, researched information on mental health, interviewed mental health professionals.

Volunteer – Constance Saltonstall Foundation for the Arts Ithaca, NY Winter-Summer 2016

Organized, edited, and developed ideas for and wrote a grant proposal with a team of four students to gain funds for a building renovation project, and wrote promotional pieces for events and artists.

Editor-in-Chief – *The Mirror Magazine* Ithaca, NY Fall 2015-Spring 2016

Directed the selection of art and literature for online publication in alliance with Active Minds, edited pieces for publication, managed the online magazine, and conducted executive board member responsibilities for Active Minds at Ithaca College.

Children's Book Writing Workshop Newtown, CT Summer 2014

Workshopped fiction and poetry pieces in class with children's book author Patricia Reilly Giff

Other Work Experience

Employee – Gorgers Sub Shop and Gorgers Taco Shack Ithaca, NY Summer 2016-2017

Prepared ingredients, made recipes and menu items, sold food, and communicated with customers.

Tax Collector Assistant Newtown, CT Summer 2015

Collected and verified tax payments for the Town of Newtown, communicated with and checked background of taxpayers, handled large sums of money, and submitted information to tax records.

Skills

Microsoft Office Suite, FileMaker, Internet and database research, Google Drive, Canva, Apricot, Wordpress, Adobe InDesign, Facebook, Twitter, Instagram, Pinterest, Tumblr, Spotify