

ELLA GRANT

(973) 295-0441
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ellamgrant.com

EDUCATION

University of Pittsburgh, *Bachelor of Arts*

Majors: English Writing and Digital Narrative and Interactive Design

GPA: 3.9

August 2020-December 2023

LEADERSHIP

Cherry Bomb Lit Mag, *Webmaster*

- Co-founded and served as Webmaster for Cherry Bomb, a literary arts magazine at the University of Pittsburgh that showcases undergraduate art and writing

AWARDS AND CERTIFICATES

The James Snead Award in

Nonfiction, *University of Pittsburgh*

Art of the MOOC: Experiments with

Sound Certificate, *Coursera for Duke*

SKILLS

Communication | Critical Thinking
Customer Service | Program Planning
Writing | Editing | Graphic Design
Sound Design | Web Development
UX/UI Design | SEO | Computer Skills
Software: Microsoft 365, Adobe Creative Cloud, WordPress
Programming Languages: Java, Python, HTML, CSS, Javascript, Typescript, JSON, SQL

PROFESSIONAL EXPERIENCE

University of Pittsburgh

March 2022-February 2024

Lifeguard, Aquatic Manager

- Ensured the safety of all patrons in and out of the pool
- Lead shifts and assisted fellow aquatic managers in overseeing lifeguards
- Assisted the student hiring and onboarding process

Sampsonia Way Magazine

August 2023-December 2023

Web Editor and Designer

- Implemented frontend and backend website development and design
- Integrated SEO strategies for website and social media
- Communicated with writers and fellow editors to edit content for publishing

Carnegie Library of Pittsburgh

February 2024-July 2024

Children's Library Services Associate

- Planned and facilitated programs for children and their families
- Fulfilled administrative duties to ensure smooth daily operations, including managing databases, recording data, and maintaining consistent communication with colleagues
- Established strong relationships with patrons, strengthened community ties, and served the public

Madison Cooperative Nursery School

August 2024-May 2025

Assistant Teacher

- Directed the "Mommy and Me" program, supporting the growth and development of toddlers through play, movement, art, and music
- Assisted teachers in other classrooms in providing a secure and caring atmosphere for young children ages two to four

RESUME