

# Monica Simmons

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## Education

**Bachelor of Arts in English | Indiana University-Purdue University Indianapolis**

*Aug. 2019–May 2023*

*Graduating summa cum laude*

Concentration: Professional and Public Writing

Minors: Communication Studies and Philosophy

## Experience

**Managing Editor | *genesis: literary & art magazine of IUPUI*** (Indianapolis, IN)

*Aug. 2021–present*

*(Managing Editor May 2022–present, Senior Editor Jan. 2022–Apr. 2022, Editor Aug. 2021–Dec. 2021)*

- Evaluate creative submissions and lead weekly discussion on which to publish based on craft elements
- Compose and send acceptance/rejection letters to writers and artists through Submittable
- Copyedit projects (including Scholastic Writing Anthology) and build spring 2023 issue in InDesign
- Supervise social media strategy to advertise the magazine with frequent posts and a cohesive aesthetic
- Co-led magazine to be named Indiana Collegiate Press Association's 2023 Literary Magazine of the Year

**Circulation Assistant | IU Ruth Lilly Law Library** (Indianapolis, IN)

*May 2021–present*

- Provide customer service by staffing the front desk and greeting patrons
- Answer questions about technology and resources from patrons in-person and over the phone
- Support circulation staff by checking out, processing, and organizing books and other library materials

**Respite Caregiver | Beloved Shepherd, LLC** (Atlanta, IN)

*June 2022–Dec. 2022*

- Provided part-time in-home support to an immunocompromised individual
- Performed non-medical tasks to entertain patient and ensure their safety and wellbeing

**Writing Consultant | IUPUI University Writing Center** (Indianapolis, IN)

*Jan. 2022–Aug. 2022*

- Supported writers in one-on-one sessions, reviewing and discussing writing projects of many kinds
- Answered questions about writing and directed writers to resources on organization, citations, etc.
- Designed posts for organization social media—efforts recognized by UWC Initiative Award in April 2022

**Chair of Communications | IUPUI Catholic Student Organization** (Indianapolis, IN)

*May 2021–May 2022*

- Planned events with other group leaders each semester through leadership retreats and weekly meetings
- Sent weekly email updates with information about resources and events through MailerLite
- Managed social media platforms, designing graphics with Canva and posting across platforms

**Service Team Lead | Panera Bread** (Westfield, IN)

*July 2018–Jan. 2022*

- Took restaurant orders, focusing on customer service and a positive experience for each guest
- Maintained a clean and welcoming environment by regularly cleaning and organizing bakery display
- Trained new staff on procedures in cashier, barista, and dining room positions

## Awards and Recognition

- Named as Outstanding English Major Finalist *Apr. 2023*
- Received Honorable Mention for IUPUI Creative Nonfiction Award *Apr. 2023*
- Recognized on IU School of Liberal Arts Dean's List every semester *Aug. 2019–May 2023*
- Won IUPUI Emerging Literary Scholar Award *Apr. 2021*
- Awarded 2<sup>nd</sup> place for IUPUI Eric Sharp Gateway Fiction Writing Scholarship *Apr. 2021*
- Initiated as IUPUI Chancellor's Scholar and Honors College Student *Dec. 2018*