

# Ruthie Carroll

*For personal contact information  
please inquire on my website at  
<http://www.ruthiecarroll.website>*

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## Professional Experience

**Freelance Transcriber** with GoTranscript                      **November 2017 – March 2018**

- Produced high-quality texts by following company style guide and researching contextual details
- Mastered company's online transcription technology

**Student Writer** with CollegeXpress                      **February – November 2017**

- Wrote articles about the college search and application process for blog
- Researched and proposed creative topics to cover
- Set personal deadlines to keep on schedule with minimal supervision

**Assistant Editor** for Creative Arts Quarterly                      **May 2016 - June 2017**

- Promoted creative self-expression within high school student body through quarterly arts publication
- Read and edited literary pieces to include in each issue
- Used Adobe InDesign to lay out professional page spreads

**Classroom Volunteer** at John Stanford Elementary                      **October 2014 - May 2015**

- Helped develop literacy skills with third graders in small groups and individually
- Provided suggestions to improve writing projects

## Education

**Western Washington University**, Bellingham WA

Bachelor's degree in English – Creative Writing anticipated June 2021

- GPA 3.9
- Relevant Coursework: Writing About Literature (ENG 202), Disability Literature (ENG 334)

**Roosevelt High School**, Seattle WA

Class of 2017, Salutatorian

## Honors and Activities

- WWU Creative Writing Club, member 2017 - Present
- Washington State Honors Award 2017

## Additional Skills

- Proficient in MLA style guide
- Experience with MS Office Suite
- Conversational French
- Certified in CPR and first aid