

BROOKE FUGATE

(989) 413 2295 | fugateb@mail.gvsu.edu

EDUCATION

Grand Valley State University, Allendale, MI
Bachelor of Arts in writing with a minor in English
Member of Frederik Meijer Honors College

Expected Graduation: 2020
Major GPA: 4.0

SKILLS

- Microsoft Office Suite
- Adobe InDesign
- Abila Millennium
- Wordpress (and other Content Management Systems)

RELEVANT EXPERIENCE

Writer and Content Manager // April 2018-Present

Grand Valley State University Development-Grand Rapids, MI

- Curates and writes content across web, direct marketing (including print and digital appeals), events, and videos
- Writes content for donor solicitation and follow-up materials
- Develops copy for *Horizons*, the University Foundation's quarterly newsletter that encourages philanthropy, from start to finish
- Utilizes Grand Valley's Content Management System to maintain the Development website
- Conducts primary and secondary research to create content that communicates the department's strategic message
- Interacts directly with project managers using a unique project management system

Writing Consultant // August 2017-April 2018

Grand Valley State University-Allendale, MI

- Trained in editing, proofreading, communication, and building rapport with students in order to push them toward becoming independent, empowered writers
- Contributed content to and helped manage the center's Instagram account
- Collaborated with students and professors in 100-level writing courses
- Adapted to new writing styles and style guides to help students write in all disciplines

Editor of Nonfiction // October 2018-Present

Fishladder: A Student Journal of Art and Writing

- Critically reads student nonfiction submissions
- Organizes and leads meetings of 10-20 readers to decide which submissions belong in the published journal

ADDITIONAL EXPERIENCE

Research Specialist // May 2017-July 2017

Directions in Research-Grand Rapids, MI

- Collected customer feedback for various businesses through phone surveys
- Maintained high productivity, quality, and attendance
- Provided accurate and appropriate information in response to customer inquiries

LEADERSHIP EXPERIENCE

GVSU Mindfulness and Meditation Club, Vice President

September 2016-Present

- Assists president in conducting bi-weekly meetings

GVSU Cage Free Club, Secretary

September 2016-Present

- Records meeting minutes and produces print documents for club members