

# AMELIA TURKETTE

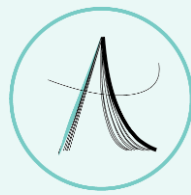
[www.ameliaturkette.com](http://www.ameliaturkette.com) | [www.linkedin.com/in/ameliaturkette](http://www.linkedin.com/in/ameliaturkette)

## Education

- 05. 2020  
**Michigan State University | East Lansing, MI**  
College of Arts & Letters  
Bachelor of Arts, Professional Writing, GPA 4.0
- 05. 2011  
**Northwestern Michigan College | Traverse City, MI**  
Associate in Science and Arts

## Experience

- 11. 2018 to Present  
**Michigan State University | East Lansing, MI**  
*Administrative Coordinator for University Advancement/Individual Giving*  
Edit and design internal documents  
Design communication documents for special constituency programs  
Produce internal and external events virtually via Zoom and REMO  
Provide administrative support to five fundraising officers  
Manage Outlook calendars, travel reimbursements, and accounting  
Voice animated character in Ascend training videos for University Advancement
- 10. 2015 to 10. 2018  
**Michigan State University | East Lansing, MI**  
*Event Assistant for University Advancement/Alumni & Donor Relations*  
Processed daily event reports in Microsoft Access  
Provided office and accounting assistance to unit  
Managed customer service requests and registration for assigned events
- 09. 2012 to 10. 2015  
**Partners Publishers Group / Partners Book Distributing / Thunder Bay Press | Holt, MI**  
*Administrative Assistant*  
Arranged layout and edited *Views of Michigan* within InDesign  
Compiled marketing material for VP sales meetings in New York  
Organized regional book signings for local authors  
Reviewed acquisitions and documented submission materials  
Staffed the Partners booth at Book Expo America 2012  
Co-edited the weekly Partners newsletter  
Processed book orders from retailers
- 09. 2011 to 10. 2012  
**Partners Publishers Group / Partners Book Distributing / Thunder Bay Press | Holt, MI**  
*Intern*  
Developed marketing materials for PPG publishers  
Assisted with monthly catalog and title submissions  
Followed up with publishers regarding distribution contracts  
Managed artwork solicitations for View of Michigan book  
Assisted with eBook production



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2010 & 2011

**NMC Magazine | Traverse City, MI**  
***Literary Editor***

Prepared submission promotion, organized and proofread literary submissions  
Designated tasks to magazine staff  
Aided the editor in chief

2009

**NMC Magazine | Traverse City, MI**  
***Magazine Staff***

Assisted literary editor with submissions  
Wrote a literary piece for publication

01. 2008  
to 05. 2011

**Bellaire Animal Hospital | Bellaire, MI**  
***Veterinary Assistant & Office Receptionist***

Assisted the veterinary doctor and technicians with clients  
Handled client reception, phone calls, and appointments

12. 2007  
to 04. 2008

**The Antrim Review | Bellaire, MI**  
***Freelance Writer***

Wrote bi-weekly personal interest stories for publication  
Conducted interviews with local individuals and business owners  
The Grand Victorian Bed and Breakfast Inn | Bellaire, MI

06. 2007  
to 09. 2011

**The Grand Victorian Bed & Breakfast**  
***Housekeeping Assistant***

Maintained guest rooms daily  
Assisted with guest services

## **Skills & Abilities**

Adobe InDesign, Photoshop, and Illustrator; HTML; CSS; Zoom;  
Communication, Writing, and Editing Skills; Organized; Responsible;  
Detail-Oriented; Creative; Artistic; Collaborative

## **Honors, Awards, & Memberships**

MSU University Advancement Mission, Vision, Purpose Committee Member  
MSU Individual Giving Identity Task Force Member  
MSU Individual Giving Identity Task Force Services Sub-Committee Member  
NMC Full Time Dean's List  
Phi Theta Kappa: International Honor Society of the Two-Year College  
John Pahl Literary Award Spring 2010, Runner Up  
NMC Magazine 29, no. 2 Essay Contest, 2nd and 3rd Place  
Guideposts Sweet 16 Magazine Scholarship Contest 2007, Honorable Mention