

Robyn J. Oxborrow

Reno, NV | roxborrow@gmail.com

Work Experience

Compliance Officer | Prospect Education, LLC. | Oct. 2009-Present

Compile various applications for state and federal accreditation agencies. Edit and format various company and campus publications. Collect campus data for annual reports. Manage multiple projects, and communicate with company leaders and various government agencies regarding campus compliance status.

Administrative Assistant | WeatherExtreme, Ltd. | Apr. 2009-Dec. 2009

Update attorney and expert contact information, design quarterly newsletter, organize case files and develop tracking database, work with superiors on writing and editing newsletter content or grant proposals, and answer phones.

Contributing Writer | Reno Passport | Telecommute/Reno, NV | May 2009-Dec. 2009

Write monthly articles of 300 words on local restaurants, bars, and events by meeting with the business owners to conduct an interview.

Copy Editor | The Nevada Sagebrush | Reno, NV | Aug. 2007-May 2009

Edit weekly newspaper articles and ensure content was factual and not liable. Help improve copy flow during weekly staff meetings, and assess how the product can be better.

Internship/Volunteer Experience

Freelance Book Reviewer | Various Publications | Telecommute | Feb. 2009-Present

Write book reviews while adhering to publication's word count and deadline. Publications: Sacramento/San Francisco Book Reviews and PANK Magazine.

Editorial Intern | University of Nevada Press | Reno, NV | Jan. 2009-May 2009

Review and update the author file archives. Learn what is put into a book prior to publication and how each department works with each other. Update reader and author contact information database, review CIP page proofs, copy edit photo captions, etc. under the direction of managing editor.

Marketing Intern | University of Nevada Press | Reno, NV | Aug. 2008-Dec. 2008

Research mailings for new books under the direction of the marketing department; help write press releases, "About the Author," and Q&A documents for mailings.

Education/Workshops

University of Nevada, Reno | Aug. 2005-May 2009

- B.A. in English writing with a minor in photography
- GPA: 3.023

University of California, San Diego | Jan. 2011 – Present

- In Progress: Certificate in Copyediting (Online)

Skills

- Windows and Macintosh OS
- Microsoft Word/Excel/PowerPoint/Outlook
- OpenOffice Writer/Database
- SharePoint and SharePoint Designer
- Photoshop and Dreamweaver
- Database and internet research
- Copyediting and proofreading (AP/MLA/Chicago style guides)
- Creative and technical writing
- HTML/XHTML, some CSS
- Some CampusVue
- Virtual Desktops: Citrix and VDI

References Available Upon Request