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## Academic Writer Resume

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### Job Objective

Seeking an Academic Writer position utilizing my skills and knowledge.

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### Highlights of Qualifications:

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- Extensive experience of writing technical and non-technical academic papers and articles for educational institutions
  - Sound knowledge of common referencing styles such as APA and MLA
  - Commendable knowledge of various online search engines and libraries
  - Proficient in using MS Word, MS Excel, and Adobe Acrobat
  - Ability to collaborate with assigned teams on multiple projects, in a positive manner
  - Ability to produce documents without any grammatical errors
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### Professional Experience:

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Academic Writer  
University of Arizona – Tucson, AZ  
August 2012 – Present

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### Responsibilities:

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- Browsed various books and internet sites and researched on assigned topics.
- Composed and delivered academic articles, research papers, reviews, and guides.
- Proofread, edited, and corrected all given reports, properly and efficiently.
- Created and submitted documents for formatting to design team and publishers.
- Prepared internship contracts and assisted with placement of all interns, as required.
- Validated eligibility of students for special programs and monitored the academic progress of selected students.

Academic Writer  
University of Southern California – Los Angeles, CA  
May 2009 – July 2012

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### Responsibilities:

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- Conducted online research on specific topics and developed story concept.
  - Planned and composed creative and appealing academic content for organizational websites.
  - Authored and provided educational essays, academic papers, research projects, and assignments.
  - Drafted and submitted all manuscripts for various research journals, as requested.
  - Checked and revised content to meet requirements of institutions and clients.
  - Prepared and presented style guides and other documents, as needed.
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### Education:

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Master's Degree in Academic Writing Theory and Practice  
Del Mar College, Corpus Christi, TX

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