Mckayla Beauchamp

✉ Myemail☺

📞 (111)000-0001

📍 Logan, UT 84321

Education

Master of Arts in English with an emphasis in Creative Fiction, Class of Spring 2027 - *Utah State University*

Bachelor of Science in English with a concentration in Creative Writing, Magna Cum Laude, 2022 - *Utah State University*

Work History

Utah State University – Graduate Instructor
Logan, UT
08/2025 - Current

- Develop and adjust course curriculum to meet student needs
- Provide instruction to guide students' grasp of rhetorical awareness, critical thinking, composing processes, and information literacy
- Provide kind, yet thorough feedback for essays and assignments
- Exercise diligent time management to juggle teaching responsibilities with coursework
- Establish and maintain good repertoire with students at an individual level

Jex Environmental Solutions, LLC - Operations and Maintenance Manager
Logan, UT
05/2022 – 08/2025

- Writing and editing Employee Manuals
- Developed copy while maintaining brand voice and adhering to legal requirements
- Formatted articles, blogs and webpages with UX Builder, photos, InDesign, and infographics.
- Managed Maintenance employees and their schedules
- Performed extensive troubleshooting and critical thinking under pressure
- Handled entire company's maintenance reporting with the state of Utah and respective county health departments

Sink Hollow Literary Magazine - Fiction Editor
Logan, Utah
01/2021 – 05/2022

- Delegated and managed reading assignments to team members
- Determined readiness of written pieces and approved final versions for publication
- Worked with graphic artists, post-production team members and other specialists to produce captivating and successful web content

Skills

- Excellent Composition
- Excellent Grammar
- Attention to Detail
- Time Management
- Intensive Research
- Executive Leadership
- Proficiency in Adobe InDesign
- Familiarity with Adobe Photoshop
- Proof Review and Approval
- Good Telephone Etiquette
- Basic UX Builder Knowledge
- Asana Proficiency
- Microsoft Suite Proficiency
- Zoom Proficiency

References available upon Request