

AVERY COPELAND

WRITER

☎ 404-697-8854

✉ averyajc@gmail.com

📍 483 Princeton Way

Atlanta, Georgia, 30307

WORK EXPERIENCE

2024-Present

Gardner-Webb University | Remote

Writing Intern

- Interviewed students, professors, and faculty members
- Wrote memoriam pieces, profile pieces, press releases, and department highlight pieces for the university
- Published articles in the university's online news page and annual print magazine

2023-Present

Furman University Police Department | Greenville, SC

Police Assistant

- Routed inbound phone calls from faculty, staff, students parents, and community members to internal departments
- Administered and documented paperwork regarding student parking ticket appeals
- Managed precinct security protocol and scanned officers and department members into the office

2022-2023

Furman Farm | Greenville, SC

Farm Manager

- Presented student agricultural work to community donors
- Managed daily garden maintenance and prepared produce for delivery to the Daniel Dining Hall
- Researched and documented crop performance reports for farm managers and donors

2022

Petco Health and Wellness Company | Atlanta, GA

Sales Intern

- Managed daily opening and closing procedures including sanitation of veterinary function areas
- Advised and assisted customers on product choices and locating recommended products within the store
- Documented inventory and prepared packages for secure delivery

EDUCATION

2021-2025

FURMAN UNIVERSITY

- Bachelor of Arts in English
- Concentration in writing
- GPA: 3.08

COMPUTER SKILLS

- Microsoft Word
- Google Docs
- Google Slides
- Powerpoint
- Canva
- Wix

KEY STRENGTHS

- Proofreading
- Writing
- Editing
- Research
- Communication
- Multitasking
- Collaboration
- Organization

INTERESTS

- Creative Writing
- Marketing
- Research
- Messaging Strategy
- Editing
- Long-form Content

REFERENCES

Kerri Barbrey

Support Services Manager

Furman University Police Department

864.294.2042

kerri.barbrey@furman.edu

Relationship: Former Manager

Margaret Oakes

Professor of English

Furman University

864-294-3148

Margaret.Oakes@furman.edu

Relationship: Former Professor