

# Zoe Hutchison

## Education

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**BA**    **Michigan State University, East Lansing, MI**    May 2019  
**English**  
Minors: French, Film Studies  
GPA: 3.70/4.0, Dean's List

## Experience

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**Michigan State University**  
**East Lansing, MI**

**Student Supervisor**  
**Clerical Aid**

April 2017 to May 2019  
May 2019 to May 2020

Spartan Spirit Shop is a retail store located on Michigan State's Campus, responsible for providing all students and faculty across campus with graduation regalia.

- Edited social media posts before submission
- Assisted customers with their needs while supervising student workers
- Answered the telephone and accommodated those with difficulties placing orders
- Created purchase orders for and invoiced freight in store's database
- Organized inventory and fulfilled website shipments
- Brainstormed, then implemented displays and promotions

**Michigan State University**  
**East Lansing, MI**

**America Reads Tutor**

August 2015 to June 2017

America Reads is a Federal Work-Study program offering college students compensation for assisting children in learning to read.

- Mentored a class of sixth graders
- Strove to enhance students' skills in reading and writing

## Project Experience

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**Michigan State University**

***Studies in Modern/Contemporary Literature***

January 2018 to May 2018

Modernist Journals Project

- Spent one week in the Special Collections Archives of Michigan State's library researching various journals from the Modernist Movement
- Compiled research into 2-page paper, then discussed results amongst 30 peers

**Michigan State University**

### ***Critical Questions in a Literary Period***

January 2019 to May 2019

Archival Research Paper: "Edward Carpenter, the Light at the End of a Historically Homophobic Tunnel"

- Spent two months researching in the Special Collections Archives at Michigan State's Library
- Arranged research into a 10-page paper, then presented findings to group of 30 peers

## **Extracurricular Activities/Volunteer**

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### **Michigan State Women's Lacrosse Team Athlete**

September 2015 to April 2018

- Competed across the United States during the fall and spring seasons
- Fought alongside 25 teammates to reach the WCLA League Championship

### **East Lansing Lacrosse Club Coach**

March 2018 to June 2018

- Instructed a group of athletes at various proficiency levels in defensive and offensive lacrosse skills
- Developed and managed drills and practices
- Motivated players to foster communication and respect

### **So, So, So...**

#### **Script Supervisor**

February 2019 to May 2019

So, So, So... is an independent film written and directed by Thomas Streed, and the script supervisor was one of the most important roles on the production's set.

- Scrutinized each scene to ensure continuity amongst filmed scenes and script
- Recorded all necessary evidence of continuity on set and memorized minute details from the script

### **Woodhaven Senior Community Volunteer**

December 2016 to December 2018

- Sang carols and brought holiday cheer to residents of this senior living center

## **Skills/Languages**

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### **French Microsoft Office**

Advanced Reading, Writing and Speaking  
Microsoft Word, Excel and PowerPoint