

Tara Mann

Writer

Passionate and inventive thinker skilled in both professional and creative writing. Excels at self-management for solo projects and collaboration with larger teams. Equipped with an active imagination, allowing for engagement with all audiences.

999 Spencer St, Apt. B
Monterey, CA 93940

(831) 917-1695

taramann23@gmail.com

<https://taramann23.wixsite.com/official-website>

EDUCATION

Columbia Publishing Course, New York, NY

JUNE 2022 - JULY 2022

Six-week intensive course on book, magazine, and digital media publishing.

Chapman University, Orange, CA — *Bachelor of Fine Arts*

AUGUST 2018 - MAY 2022

Bachelor of Fine Arts in Creative Writing; minor in Computer Science.
Provost's List for Academic Excellence, Presidential Scholarship.

EXPERIENCE

Monterey County Free Libraries Castroville, CA — *Library Assistant II*

JUNE 2025 - PRESENT

- Foster a welcoming community by providing engaging activities for patrons of all ages and curating inclusive displays
- Support elementary children through one-on-one tutoring in math, reading, and writing skills
- Maintain condition of book collection to ensure a wide variety of material for all audiences

Monterey Bay Aquarium, Monterey, CA — *Interpretive Programs Naturalist*

MAY 2024 - MAY 2025

- Inspired conservation of the ocean through improvisational and scripted, narrative presentations
- Encouraged personal connections to the marine world through stellar customer service and anecdotal stories

SAP Ariba, Remote — *User Assistance Intern*

JUNE 2021 - AUGUST 2023

- Enhanced user understanding and ease of navigation of software guides through copyediting and reorganization, ensuring accessibility for users of all backgrounds
- Introduced new features addressing user concerns by working with developers, reviewing demos, and collecting data

Calliope Art & Literary Magazine, Orange, CA — *Editor-in-Chief*

MAY 2021 - DECEMBER 2021

- Curated a polished magazine representative of the Chapman University student body by evaluating submissions, hiring diverse editors, and facilitating open-minded conversations
- Authorized budget, production, and design decisions to adhere to deadlines and produce a professional magazine

SKILLS

Leadership and Team Management

Time Management

Written and Oral Communication

Creativity and Problem Solving

Multitasking

Conflict Resolution

Adaptability

Customer Service

LANGUAGES

English (Fluent)

Spanish (Intermediate)

ASL (Beginner)