

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.

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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.

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)

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