

# Rocky Fore

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## ***Education***

Lawrence University, Appleton, WI

June 2021

Bachelor of Arts: Major: **English**, Minor: **History**

Teacher Certification

GPA: 3.62 – Dean's List (Every Year)

## ***Library-Related Experience***

**Circulation Desk Assistant** | Seeley G. Mudd Library, Appleton, WI      October 2018 – June 2021

- Assisted library patrons in locating, requesting, checking out, and returning library materials.
- Kept collections in good order and maintained order in the library building.
- Directed library patrons to correct locations and personnel to help them meet their academic needs.
- Maintained spreadsheets and assisted with general clerical duties.
- Prepared monthly reports.
- Shelved books and other materials.

**Librarian Assistant** | Exeter South High School, Exeter, NH      September 2016 – June 2017

- Assisted students with finding books and other materials.
- Checked books in and out using the library's computer system.
- Shelved books and other materials.

## ***General Experience***

**News Writer** | The Lawrentian, Appleton, WI

September 2018 – April 2021

- Authored articles on diverse topics related to the college and its students.
- Conducted interviews with students, faculty, and staff.
- Attend events on campus and wrote about them, consistently meeting deadlines.
- Wrote 92 articles for school newspaper, appearing on front page 77 times.
- Served as news editor for senior year, editing and proofing articles written by other writers.

## ***Technical Skills***

- Adobe Creative Cloud and Microsoft Office Suite, Canva
- English (Native), German (proficient), Spanish (advanced)
- Website building, coding, repairing computers.
- Technical writing
- Knowledge of AP style writing