Ina Hart

Birmingham, Alabama 35213 | (205) 900-9000 | inahart@outlook.com | portfolio

Profile

- Self-motivated English and Creative Writing graduate with a passion for refining and elevating written works
- Experienced in editing written content for clarity, grammar, and tone while adhering to style guidelines
- Demonstrates exceptional time management skills by effectively prioritizing tasks and meeting deadlines
- Skilled at working collaboratively within a team to enhance productivity and achieve shared goals

Education

Bachelor of Arts in English | Minor: Creative Writing | *summa cum laude* | May 2026
University of Montevallo, Montevallo, AL

- GPA: 3.96, President's List (Fall 2022-Spring 2026), The Melba Griffin Scholarship in English (2024-2025)
- English Senior Elite (deemed by faculty as most outstanding student within the English major)
- Sigma Tau Delta International English Honor Society (Fall 2024-Spring 2026)
- Relevant Coursework: Style and Editing, Studies in Composition and Rhetoric, Advanced Creative Writing

Professional Experience

83 Press, Hoffman Media, Birmingham, AL
Editorial Intern | May 2026 – Present

- Create book maps in InDesign to plan the layouts of books and ensure a smooth production process
- Organize layouts of spreads for visual appeal
- Write copy that engages readers

Editorial Intern | June 2025 – August 2025

- Review hard proofs and binders and suggest edits through MS Office
- Navigate servers to find recipes and edit material according to guidelines
- Organize recipes into chapters for clarity and organization
- Write travel blurbs for Frieda Gray's debut book, *The Local Chef*
- Participate in weekly meetings with supervisor to review progress and learn about the publishing process
- Contact various organizations to request image permissions
- Conduct in-depth research to find reliable information on local fruits' growing seasons and varieties for a book with local market
- Demonstrate the ability to independently manage tasks and responsibilities

Assistant Script Editor | August 2025 – February 2026
Gold Side Cabinet, University of Montevallo, Montevallo, AL

- Assist with local level script editing and brainstorming on student-led theater production
- Regularly participate in all Cabinet meetings, production meetings, and social mixers
- Coordinate with directors and production team to help maintain a well-structured script

Harbert Writing Center, University of Montevallo, Montevallo, AL
Co-Lead Consultant | August 2025 – May 2026

- Assist Lead Consultant by stepping in as needed
- Serve as a resource when consultants face challenges
- Provide mentorship and professional development for consultants
- Help to develop and deliver consultant training such as practice appointments
- Ensure consultants' schedules are accurate and up-to-date
- Oversee and upkeep writing center facilities
- Ensure website is running smoothly and is accessible to students
- Meet regularly with director to work on ways to improve the writing center

Writing Consultant | August 2023 – May 2026

- Provide personalized one-on-one consultations to students and assist with a variety of writing projects, including essays and research papers
- Offer constructive feedback and editing suggestions to assist clients with emphasizing clear arguments and adhering to assignment prompts
- Engage in brainstorming and problem-solving with clients on essay topic choices, structure, and explanation
- Maintain detailed records of consultations by documenting student concerns and tracking progress
- Attend monthly meetings to discuss consultation challenges, propose solutions, and review tutoring strategies for continuous improvement
- Greet students enthusiastically and provide a welcoming space to facilitate productivity
- Provide exceptional customer service by managing student appointment scheduling, responding to inquiries, and directing students to relevant on-campus resources

Submission Reviewer | October 2024 – April 2025

The Tower **Literary & Arts Magazine, University of Montevallo, Montevallo, AL**

- Assist in reviewing literary and art submissions to be published in student magazine
- Review literary submissions and select based on uniqueness, detail provided, and entertainment value
- Analyze submissions to determine level of editing required to feasibly publish within deadline
- Served as a judge for "Scary Story Contest," ensuring entries adhered to contest guidelines