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**Falange**

730 N. Franklin St. Chicago, IL 60605 • (312) 700-2580  
• Rfalange@GMAIL.COM

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**Education**

**University of Illinois**

2006 - 2010  
Bachelor of Arts, English

**Professional Experience**

**Company A- Chicago, IL**

Administrative Assistant • November 2011 - Present

- Assist the upper management
- Developed research methods for the marketing team Marketing Coordinator
- Compose press releases and brochures to help promote the company

**JustClap- Chicago, IL**

Editor • January 2011 - April 2011

- Wrote and edited blog posts focusing on humor and awesomeness

**Mars Press- Chicago, IL**

Editorial Intern • August 2010 - December 2010

- Wrote and edited quarterly print and daily digital publications,
- Assisted in developing a better web presence through facebook and twitter

**The Chicago Flame- Chicago, IL**

Assistant Editor • August 2007 - May 2010

- Wrote, reported and edited, as well as designed layouts, for weekly student newspaper

**Volunteer Experience**

**Habitat for Humanity**

Project coordinator • January 2006 - July 2011

- Organized construction projects
- Coordinated with contractors for supplies

**Specialties**

AP Style, WordPress, HTML, basic CSS, inDesign, Photoshop, Microsoft Office Suite, Twitter, Facebook, Tumblr