

# Lillian Hoang

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## EXPERIENCE

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### **Cram Crew – Katy, TX**

*Lead Editor*

August 2023 – October 2025

- Reviewed and designed 1700+ resumes, essays, appeals, and letters of continued interest via Adobe InDesign, Microsoft Word, and Google Docs for clients throughout their college application processes.
- Managed a queue of 450+ time-sensitive documents by editing or delegating them to teammates to meet deadlines.
- Wrote and proofread company content, including a blog post on collegiate degrees for our website, along with a PowerPoint on creating resumes for local college students.

### **University of Houston College of Education – Houston, TX**

*Communication Assistant*

December 2019 – April 2023

- Wrote articles spotlighting faculty, staff, and student success, such as earning Association for Psychological Science's recognition.
- Generated Facebook, LinkedIn, Twitter, and Instagram content to apprise 9000+ followers of awards and research faculty, staff, and students earned or authored.
- Developed a storyboard for a video celebrating a colleague, writing instructions for interested participants on how to contribute, including how long their filmed submission should be.

### **OutSmart Magazine – Houston, TX**

*Staff Reporter*

January 2020 – April 2023

- Wrote monthly print and online publications about Houston LGBTQ+ community for an audience of 29000+.
- Pitched story ideas after contacting local LGBTQ+ leaders and organizations through email, phone, and Messenger to learn about current or future projects and events.
- Assisted managing editor with proofreading drafts of contributing writers by double-checking and fact-checking details and wording via Google and Associated Press Stylebook.

### **University of Houston Kathrine G. McGovern College of the Arts – Houston, TX**

*Writer/Editor*

January 2017 – December 2019

- Addressed questions interviewees had about article production process by confirming answers with manager before sending clarifications to inquirers and encouraging them to reach out if they had follow-up queries.
- Wrote and edited 50+ articles highlighting faculty, alumni, and student achievements, including becoming an artist-in-residency program director.
- Edited newsletters, advertisements, and brochures for seven UH schools and centers to raise awareness of services institutions offer.

## SAMPLES

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- [Five Things I Wish I Had Done in College](#)
- [Bachelor's, Master's, and Doctorates, Oh My!](#)
- [Spaced Studying: Why it Works and How to do it Right](#)
- [Life Well Lived](#)

## EDUCATION

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### **University of Houston – Houston, TX**

*BA in Journalism Print/Media, Summa Cum Laude*

May 2020

## SKILLS

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- *Computer Skills:* Adobe InDesign, WordPress, monday.com, Google Docs, Microsoft Word, Excel, PowerPoint, Outlook, Teams, OneDrive
- *Soft Skills:* Communication, Time Management, Organization, Adaptability, Teamwork, and Problem-Solving