

Elizabeth Lyle

Education

University of North Texas

- Bachelor of Arts in English, Concentration in Literature
- Bachelor of Arts in Technical Communication
- GPA: 3.7/4.0
- Anticipated: May 2018

Relevant Coursework

Technical Editing

TECM 4190

Fall 2017

- Copyedited a document for grammatical, syntactical, and style errors according to the Chicago Manual of Style
- Performed a comprehensive edit on a technical document to ensure appropriate cohesion, tone, and organization
- Worked in a team of four to perform a comprehensive edit and a copyedit to a 10,000 word document

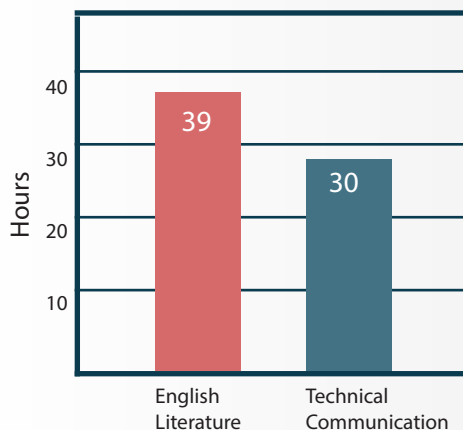
Literary Criticism

ENGL 4150

Spring 2017

- Studied major critical approaches for analysis and appreciation of literary works
- Wrote weekly responses to class readings
- Wrote an eleven-page poststructuralist and phenomenologist critique of *The Girl with the Dragon Tattoo*

Completed Courses



Skills

- Editing (Chicago, MLA, Microsoft)
- Writing
- Interpersonal
- Problem Solving
- Initiative
- Microsoft Word
- InDesign
- Photoshop



Book reviews written



Orientations edited



Instructional documents written



Orientations written



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Work Experience

Chief Copyeditor

The North Texas Review

September 2017 - Present

- Create and present editing workshops
- Meet with authors and discuss edits necessary for publication
- Edit submissions for publishing online and in annual journal
- Review and edit original content
- Write pieces for online journal

Lab Manager

UNT Technical Communication

May 2017 - Present

- Wrote and edited orientations
- Presented orientations to technical communication classes
- Helped students with formatting and software
- Presented to the UNT Technical Communication Advisory Board

Editorial Intern

Brown Books Publishing

May 2017 - August 2017

- Read manuscripts while adhering to a deadline
- Wrote recommendation reports for manuscripts
- Used the Chicago Manual of Style to proofread manuscripts

Lab Assistant

UNT Technical Communication

January 2016 - May 2017

- Created a training week schedule
- Wrote software training activities for Adobe Suite programs
- Delegated tasks and managed lab assistants' schedules