

Colette Murphy

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SUMMARY OF QUALIFICATIONS:

Dean's List Scholar – cross discipline studies in the sciences and humanities with consistent mastery of subject matter

Tutor- tutors 20 students in English per semester while balancing course work and other jobs

Communications – personable and amicable with strong ability to engage, recognize, and support individuals from every background and perspective

Writing/editing – strong writing skills communicated through essays, journalism, peer-editing, fiction writing, and poetry

Social media management – experienced in social media layout and posting across multiple platforms (Instagram, Snapchat, Twitter) with photography and photo/video-editing skills

Resilience– quick to make the best of a situation with strong problem-solving skills and a deep appreciation for the variety of needs of colleagues

Management capabilities – trusted to work independently while meeting a deadline and managing people and tasks

EDUCATION:

University of New England, Biddeford, ME

Expected Graduation: May 2027

Bachelor of Science in *English* with a minor in *Art Therapy*

Dean's List, *Fall 2023* and *Spring 2024*

Relevant Coursework:

- Writing Fellows Practicum
- Creative Writing Poetry
- Creative Writing Nonfiction
- Creative Writing Short Fiction
- Fiction Writing Workshop
- Printmaking
- The Painted Book
- Trauma Responsive Education
- Introduction to Social Work
- Effective Public Speaking

Communications Interview University of New England, Biddeford, ME

Spring 2024

- Wrote a lengthy, creative interview for a communications class
- Demonstrates the ability to work under a deadline in a professional environment while still maintaining creative liberties when asked

Creative Writing Project, "To Be Bitten" University of New England, Biddeford, ME

Spring 2024

- Fifteen-page short story created in a two-month time-period
- Taking this class has honed writing abilities and allowed for flexible writing styles in multiple formats

Creative Writing Project, "Instantly" University of New England, Biddeford, ME

Fall 2024

- Fifteen-page short story created in a two-month time-period
- Demonstrates ability to utilize harsh critiques and how each short story grows from and caters to feedback

WORK EXPERIENCE:

Information Desk Manager, Jack Ketchum Library, University of New England, Biddeford, ME **June 2023-Present**

- Sole employee opening the building at 6:45 AM on Weekdays over the Summertime, and over the school year preparing the library and answering queries, researching library holdings and interlibrary loan for research materials for students, graduate students, and faculty throughout the day

English Tutor, University of New England, University of New England, Biddeford, ME

August 2025-Present

- Graduated from a tutoring practicum and tutors 20 college students per semester multiple times a week on compositional skills, author's voice, reading and language comprehension, and grammar in a personalized setting

Printmaking Studio Assistant, University of New England Art Building, University of New England, Biddeford, ME

August 2025-Present

- Works weekends and mornings facilitating students and faculty with the rolling presses, educating students on the different paints and methods of printmaking, and helps the professor in cleaning up after classes (washing rollers, paintbrushes, cutting 100-400 large sheets of paper, making sure the rolling press is centered)

Diabetic Camp Counselor, Camp Nejeda, Stillwater, NJ
August 2022

August 2021 &

- Responsible for health, safety, and education for six to eight Type One Diabetic children
- Instructed participants in self-managing Type One Diabetes; including meal planning and preparation, carbohydrate calculation, insulin injections, and monitoring blood glucose levels throughout their busy days including awakening each child three times each night at designated intervals to account for blood sugar levels

LEADERSHIP & EXTRACURRICULAR ACTIVITIES:

Business Plan Editor, and Communications Director, SPIKE 293 National Robotics Competition Team

Hopewell Valley Central High School, Pennington, NJ

2019-2022

- Wrote, edited, and formatted communications for an award-winning regional championship Robotics Team. One of the producers for a regional award-winning Handbook containing detailed descriptions of how the robot completed defined tasks, and a complete rundown on all team members, technology sponsors and research scientists who assisted in devising, building, and operating the robot

Information Desk Manager, Museum guide

The Watershed Institute, Pennington, NJ

2021-2022

- The point of contact for over 1,500 visitors a month experiencing New Jersey's largest habitat restoration forest, interpretation center, organic farm, and natural history museum
- Explained museum exhibits, exotic animals, native animals, and microscopic aquatic life under a microscope to school children and families
- Explained the hydrodynamics of stream flow and its effect on biological diversity in the three rivers that converge in the Millstone Watershed

Arts Instructor, Camp NEJEDA

Stillwater, NJ

August 2021 &

August 2022

- Designed and lead arts and crafts classes for fifteen Type One Diabetic children ages six to fourteen
- Managed the blood sugars, food intake, and carbohydrate/insulin intake of fifteen Type One Diabetic children