

Thomas K. Garrett

4926 Becker Dr Apt L1
Allendale, MI 49401
(269)-932-8707
20thomasgarrett@gmail.com

Profile

Committed and fresh-minded multimedia communicator with superior knowledge of the latest software and technology. Proficient in news writing, AP style writing, and highly experienced in photography. An extremely mature and adaptable writer with a positive attitude.

Work Experience

University Communications GVSU, Allendale, MI – *Student Writer*

August 2023 - April 2024

- Produced written articles and photographic imagery to be published to an audience of thousands
- Multi-tasked on various projects and stories, with numerous deadlines in a fast-paced environment
- Immense communication skills, conducted via email, phone, zoom, etc.
- Personally sourced high-quality news content to be later produced into writing, video, images, etc

GVSU Laker Store, Allendale, MI – *Technology Sales Associate*

Nov 2021 - May 2023

- Gained experience in MBS systems, managed large-scale orders of products and transfers to other store locations
- Managed the schedules of an hourly sales force, working with employees to arrange time off
- Regularly performed customer service tasks, such as professional email communications with customers as well as over-the-phone conversations
- Required regular usage of Microsoft Office products, especially Excel

Third Coast Surf Shop, Saint Joseph, MI – *Sales Associate*

May 2021 - August 2021

- Conducted sales on the sales floor, as well as completing purchases at a register
- Required one-on-one customer interaction for larger sales such as Surf Boards and other high-value equipment
- Continued to maintain an excellent store condition as well as filled stock on the sales floor.
- Handled large and oversized items regularly

M&W Tire, Benton Harbor, MI — *Lube & Tire Technician*

July 2019 - February 2020

- Performed oil changes, tire changes, tire rotations, and other basic mechanical tasks within an appointment schedule
- Worked with customers to solve their problems as well as maintain a clean and safe work environment
- Received and restocked new tire orders

LinkedIn:

<https://www.linkedin.com/in/thomas-garrett-writer/>

Education:

Grand Valley State University, Grand Rapids, MI

August 2020- April 2024

- Graduated with a Bachelor of Science in Writing 2024
- Minor in Photography (Specializing in Studio Photography)
- Graduated Cum Laude (GPA of 3.5 or higher)

Awards:

- 2024 Writing Department Internship award (Recognized for outstanding success)
- Enthusiastic Global Connections award (Recognized for international educational outreach)

Experience Areas of Writing:

- Scientific Communication, engineering, healthcare, and health professionals
- Public relations for a large-scale university
- Journalism including news reports and newsletters

Publications and Appearances

“Forum”, Grand Valley State University, newsletter for faculty and staff members and retirees. 85,000 approx. viewership.

- “Graduate students condense thesis presentations to mere minutes”
- “Exhibit brings together works of faculty, 'pivotal' mentor”
- “Students virtually communicate with peers abroad to prepare for an international job market”
- “Climbing Center celebrates 25 years of competition”
- “Traverse City Regional Center expands course offerings through partnerships
- Photographic works and other written publications

“GVNext”, Grand Valley State University, online newsroom, includes daily campus news reports, a daily newsletter, and multimedia news features.

- “Undergraduate researchers find mentorship through independent projects”
- “Mary Idema Pew Library celebrates 10th anniversary”
- “After three decades, wrestling returns as a varsity sport to Grand Valley”
- “Hispanic Heritage Month speaker recalls stories of past leaders”
- Photographic work and other written publications

“White Pine Press”, Northwestern Community College, biweekly newspaper publication.

- “GVSU student spends two weeks on a research vessel during a ‘career experience’”
- “GVSU student grounds herself in education, commitment to community”
- “GVSU student is often a patient’s first contact at hospital emergency department”
- Photographic work

“Grand Traverse Woman”, Traverse City Region, a magazine that caters to the interests, needs, and wants of women in the Grand Traverse region of Michigan.

- “Jacqueline Clark is grounded in education and commitment to the community”

Other Projects and Skills

- Produced scripts and slogans to be used in multimedia productions, cooperating with animators and video editors.
- Photographed events and produced individual headshots to accompany larger publications.
- Conducted interviews with high-profile individuals including nationally renowned scientists, and corporate executives.
- Produced news releases for media release and communicated with larger news outlets to spread organizational events and stories to a larger audience.

Software Experience:

- C (Programming Language)- Proficient
- Python (Programming Language)- Highly Proficient
- HTML5 (Programming Language)- Highly Proficient
- Java Script (Programming Language)- Proficient
- CSS (Cascading Style Sheets)- Proficient
- Microsoft Office Products - Highly Proficient
- Adobe Creative Suites
 - Indesign (Proficient)
 - Illustrator (Proficient)
 - Photoshop (Highly Proficient)
 - Lightroom (Highly Proficient)

Relevant Coursework:

- Writing 307 (Consulting with Writers)
- Writing 308 (Editing and Publishing)
- Writing 253 (Document Production and Design)
- Writing 353 (Visual Rhetoric and Document Design)
- Writing 495 (Genre Theory)
- Photography 272 (Intermediate Photography)
- Photography 475 (Advanced Studio Photography)

