

GRANT BRENGMAN
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Summary I wish to utilize and to expand my skills in writing, editing, and development of content that cleanly and efficiently captures interest and delivers results.

Experience *Crotega, LLC.*, Crystal, MN
Content and Media Specialist, Full-time, 2017 – 2018

- Successfully developed brand awareness and online reputation via social posts, website design, and outreach emails through our CRM tool
- Drafted, edited, and reviewed technical documents and marketing materials
- Drafted, edited, and finalized video scripts; filmed, edited, and published videos

Runestone Literary Journal, St. Paul, MN
Fiction Editor, Internship, 2016

- Read and judged fiction submissions for publication
- Wrote blog posts and book reviews for Runestone's blog
- Interviewed published authors and professionals in the publishing field

Crotega, LLC., Crystal, MN
Technical Writer, Part-time Internship, 2016

- Drafted and edited technical documents including installation guide, site survey, and employee handbook
- Tested product and assisted in construction of testing site

Muller Family Theatres-White Bear Twp 17, White Bear, MN
Team Member, Part-time, 2015

- Sold concessions and assisted customers
- Performed general cleaning tasks

Barnes & Noble Booksellers, Blaine, MN
Bookseller/Customer Service Associate, Part-time, 2013 – 2015

- Answered customer questions and retrieved book requests
- Recommended and advertised products to customers
- Assisted and completed sales

Steen Engineering, Crystal, MN
Technical Aide, Part-time, 2012 – 2013

- Assisted Engineers and Designers with revisions to commercial construction documents using AutoCAD
- Performed general office work

- Skills**
- Technical and copy writing for manuals and marketing materials
 - Writing, proofreading, copyediting, and line editing in AP Style
 - Use of English grammar both formally and informally
 - Microsoft Office programs including Word, Excel, and PowerPoint
 - Cloud file management including OneDrive, SharePoint, and Office 365
 - SharpSpring CRM software
 - Scriptwriting software Final Draft 9
 - Image manipulation programs Adobe Photoshop CS6 and GIMP 2

Education *Hamline University, St. Paul, MN*
Bachelor of Fine Arts in Creative Writing, Magna Cum Laude 2017
Minor: English

Anoka-Ramsey Community College, Coon Rapids, MN
Associate in Arts Degree, Cum Laude, 2015

- Activities/
Memberships**
- Member of *Phi Theta Kappa*, Anoka Ramsey Community College Honors Society
 - Worked as editor on *The Rapids Review*, Anoka Ramsey Community College's literary magazine, 2014-2015
 - Published Member of Anoka Ramsey Community College literary magazine, *The Rapids Review*, 2014-2015
 - Participated in Hamline University's *Broke Starving Writers Club*
 - Participated in Anoka Ramsey Community College's Creative Writing Club

- Achievements**
- Assisted in development process of several marketing videos reaching thousands of viewers
 - Named to Hamline University Dean's List; Fall '15, Spring '16, Fall '16, Spring '17
 - Named to Anoka-Ramsey Community College Dean's List; Fall '14, Spring '15
 - Won Broadside Award for prose through Hamline University Creative Writing BFA program