

# SIENNA BOSTWICK

## EDITOR & COMMUNICATIONS SPECIALIST

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**L** Mississauga, ON, CA

**P** They/Them

### SUMMARY

A creative writing and editing professional who is confident in their grammar, communication skills, and ability to learn new technology.

- Strong organization and communication skills
- Excellent copy editing, substantive editing, and proofreading
- Experience with generating marketing content (marketing descriptions, social media, blog)
- Skilled in writing software: Microsoft Word, Excel, and WordPress

### RELEVANT WORK EXPERIENCE

**[Jan 2022 – August 2022]**

**Student Academic Integrity Ambassador** — Sheridan College

- Hosted and planned events for students to learn about integrity in collaboration with the student union (SSU)
- Designed promotional material for academic integrity
- Informed students about academic integrity

**[July 2021– December 2021]**

**Copy Editor Intern** — Continuing and Professional Studies

- Modified and copy edited internal and public-facing documents sent to the Ministry of Education
- Designed promotional material for Academic Integrity standards in CAPS
- Created and edited marketing course descriptions to boost enrolment

**[Jan-2019 – July 2019]**

**Lead Fiction Editor** — Savant-Garde

- Communicated with authors in a fast-paced work environment
- Edited for grammar, style, and syntax for quality assurance
- Planned and helped budget magazine issues on a biannual basis to guide the project through its completion

### EDUCATION

**Honours Bachelor of Creative Writing & Publishing**

Sheridan College  
(2018-2022)

**Associate in Arts - English for Transfer**

Cuyamaca College  
(2016-2018)

### KEY SKILLS

- ORGANIZATION
- MANAGEMENT
- EDITING
- WRITING
- CITATIONS
- MARKETING
- COMMUNICATION
- FEEDBACK
- LEADERSHIP

### SOFTWARE SKILLS

- WEBEX
- WORDPRESS
- MICROSOFT: TEAMS, WORD, EXCEL
- CLICKUP
- SOCIAL MEDIA

## PROJECTS

**Capstone: *Amaranthine: An Anthology*** — (Honours Publishing Project)

As the Managing Director for our capstone project, *Amaranthine: An Anthology*, I directed and consulted with printing professionals, organized and managed teams, created and allocated a budget, hired designers, and problem solved with my team to create this anthology in a digital and physical form. This project served to collect, print, and distribute the creative works of my graduating classmates.

**“Gather ‘Round in Gather Town” Event** — (Academic Integrity Office)

I planned, designed, and hosted an event on a virtual platform that taught students academic integrity principles. I prepared an itinerary, researched platforms, served as an event host, and helped guests during the live event.

**Citation Graphic** — (CAPS Document)

After consultation with Sheridan College’s library, I developed a well-received two-page document with resources and information on Academic Integrity standards and style for use within my team and for subject matter experts.

**SAP House Press** — (Publishing Master Class)

I served as the editor in our small team to make a publishing house. We created our own mission statement and identity while revolved around unheard voices in literature. I also created our website that we used for the promotional and informational activities for our authors.

## ADDITIONAL EXPERIENCE

**[Feb 2022 – April 2022]**

**Homeroom Strategic Enrollment Management Steering Committee — Student Panel Member**

- Provided feedback for the educational institution with a student lens
- Engaged with several senior admin leaders to discuss student experiences in and outside the classroom
- Connected with students to discuss diverse experiences

**[Feb 2022 — April 2022]**

**Mission Zero Volunteer — Office of Sustainability**

- Contributed and volunteered time to raise awareness for sustainable resources at Sheridan
- Advocated for environmental sustainability in events and answered student questions

## PROFESSIONAL INTERESTS

- **LANGUAGES** — ENGLISH, JAPANESE, SPANISH, FRENCH
- LINGUISTICS
- GENDER AND SEXUALITY
- ENVIRONMENTAL SUSTAINABILITY
- GAMMIFICATION

## AWARDS

**Outstanding Achievement in Academics and Community Involvement**  
(Sheridan College 2020)

**Outstanding Achievement in Academics and Community Involvement**  
(Sheridan College 2019)

**District President’s List**  
(Cuyamaca College 2017)

**President’s List**  
(Cuyamaca College 2016, 2018)

**[2020-2021]**

**Program Peer Mentor** — Sheridan College

- Guided and help new students with academic queries
- Fostered relationships between new students and alumni to create a sense of community

**[Jan 2017 – June 2018]**

**Store Clerk** — Clear Choice Water Store

- Tracked daily sales, merchandise, and customer needs
- Assisted customers and fostered work relationships
- Supervised and trained new employees

## **AREAS OF KNOWLEDGE**

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Advanced Copy Editing

Substantive Editing

Research for Writing and Publishing

Academic Integrity

Citations

Creative Writing (All Genres)

Marketing

Reviews

Publishing

Screenplays & Drama

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**Vice President's List**

(Cuyamaca College 2017)