

Beck Seckler

EDUCATION

York College of Pennsylvania, York, PA - Bachelor of Arts, Professional Writing, MAY 2021

Professional Writing Major and Women and Gender Studies Minor with an interest in public relations, LGBTQIA+ issues, and social media management.

GPA: 3.7

EXPERIENCE

Howard County Board of Elections, Columbia, MD - Contingent Worker, OCTOBER 2022 - PRESENT

- Developed efficient workflow and techniques with a team of coworkers within the voter registration department
- Supported members of other departments, such as the mail in ballot department, with their tasks when needed
- Prepared, processed, and delivered ballots and mailing materials
- Utilized MDVOTERS system, Outlook email, and Microsoft Excel in order to complete various tasks

Data Entry

- -Updates voter profiles with current information
- -Completes scanning, sorting, and research tasks

Record Validation

- -Checks voter records for inaccuracies
- -Reports inaccuracies via Google Form for follow-up

Voter Registration Department

- -Registers new voters via online voter registration system and scanned forms received by mail or in person
- -Receives, stamps, and sorts mail in office

Election Judge Department

- -Assists Election Judge Department by making and answering phone calls to and from election judges

Mail in Ballot Department

- -Assembles mail in ballot packets for voters
- -Sends and receives mail in ballots

Canvas Judge

- -Acts as a runner for provisional canvas, retrieving new ballots to replace those that were spoiled
- -Transfers voters' cast web ballot votes accurately and efficiently onto standard size ballots

Election Judge

- -Acts as a chief judge, check in judge, tech judge, and voting judge
- -Sets up and breaks down election sites
- -Delegates tasks to other judges to complete tasks in a timely manner
- -Works with other judges to direct voters throughout the voting site and with each step of the voting process
- -Keeps an accurate record of election day activities to ensure the quality and accuracy of the election

What the Beck?!, Ellicott City, MD - Sole Proprietor, SEPTEMBER 2016 - PRESENT

- Scheduled, created, and posted social media content for YouTube, Instagram, Twitter, and Facebook
- Created, marketed, and shipped hand-crocheted items
- Collaborated with other artists online via art trades and promotional sales
- Managed an online store and booths at in-person events, including physical set up, photography, and promotion
- Provided excellent customer service to current and potential clients via instant message, email, and social media

Young Scholars in Writing Journal, York, PA - Editorial Intern, FEBRUARY 2021 - MAY 2021

- Scheduled, created, and posted social media content for Facebook and Instagram
- Wrote, edited, and posted blog content on an Open Journal Systems hosted website
- Collaborated with team members via Zoom and Google Suite applications to approve blog content and discuss progress

York College of Pennsylvania Writing Center, York, PA - Social Media Manager, APRIL 2020 - MAY 2021

- Demonstrated proficiency using social media apps and hashtags
- Developed engaging and informative content for Instagram and Twitter accounts
- Maintained a consistent posting schedule to utilize social media algorithms and obtain higher reach

York College of Pennsylvania Writing Center, York, PA - *Writing Tutor*, JANUARY 2019 - MAY 2021

- Worked individually with students to better their writing skills through the use of organizational strategies and resource sharing
- Analyzed, proofread, and edited the work of others
- Utilized Google Suite applications and Zoom software to work effectively with students and team members

The York Review, York, PA - *Content Creator, Writer Recruiter* AUGUST 2020, - DECEMBER 2020

- Created and maintained written content for an online blog on a consistent schedule
- Reached out to possible authors to generate more content
- Collaborated with group members via Zoom and Google Suite applications to plan and schedule article uploads
- Wrote and submitted reports summarizing actions completed each week to a supervisor

York College of Pennsylvania Office of Communication, York, PA - *Editorial Intern*, MARCH 2020 - JUNE 2020

- Wrote articles for York College Magazine and its website about students and alumni
- Proofread and edited articles written by other authors by utilizing Google Suite applications
- Attended group meetings to discuss article topics and learn the process of magazine scheduling and publishing

York, PA - *Office Assistant*, OCTOBER 2019 - MARCH 2020

- Scheduled, modified, and evaluated student information within an online interface
- Greeted students and helped establish the Writing Center as a welcoming space

AWARDS AND PUBLICATIONS

- Wall Street Journal Opinion “Future View” Publication: January 2021
- The York Review Publication, May 2019: Creative Nonfiction; May 2020: Poetry; May 2021: Poetry
- Mary Jane Diamond Poetry Contest, May 2019: Runner up
- Highly Flammable Publication, May 2019: Flash Fiction, Creative Nonfiction, and Poetry
- Bob Hoffman Writing Award, April 2019: 3rd place Poetry
- Bob Hoffman Writing Award, April 2021: 2nd place Creative Nonfiction

SKILLS

- MS WORD and EXCEL Proficient
- Google Suite (Docs, Sheets, Slides)
- Photoshop Beginner Experience
- InDesign Beginner Experience
- Social Media Management (Facebook, Instagram, Twitter)
- MDVOTERS
- Outlook email
- Video editing (InShot, iMovie)

VOLUNTEER WORK

- Appointed to Howard County Executive Calvin Ball’s LGBTQIA+ Commission October 2022
- Donated crochet blankets, hats, and toys to local animal shelters and hospitals
- Collaborated with Megan Schutte to create and present an informative Google Slides presentation about effectively supporting LGBT+ students to faculty and staff of York College of Pennsylvania

REFERENCES

- Available upon request