

# Ella Walton

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## EDUCATION

**Auburn University, College of Liberal Arts**

Dec. 2025

Bachelor of Arts in English

- English literature major, minor in creative writing
  - Vice President of English Club
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## EXPERIENCE

***The Bama Buzz***

**Remote**

**Content Producer Intern**

July 2024 – Present

- Pitches and produces weekly content for TikTok, Instagram, Facebook and LinkedIn
- Investigates potential stories and conducts interviews to inform content for articles and socials
- Writes weekly articles on local businesses, current events and culture in Alabama

***The Auburn Plainsman***

**Auburn, AL**

**Newsletter Editor**

May 2025 – Dec. 2025

- Promoted to the management team after a year of serving as Head Culture Editor
- Managed a staff of approximately 100 writers, editors, photographers and graphic artists
- Composed daily newsletter to send to 8,305 subscribers and recorded meeting minutes
- Edited and designed pages for print editions in Adobe InDesign alongside editorial staff members

**Auburn Advancement's *Auburn Magazine***

**Auburn, AL**

**Communications Intern**

Sep. 2024 – Dec. 2024

- Proof-read articles before publication using AP Style and AU Marketing's stylebook
- Researched and interviewed notable alumni, students and faculty for feature stories
- Authored several stories for the magazine's blog and spring print edition

**Charade Media, LLC**

**Remote**

**Editorial Intern**

Jan. 2024 – April 2024

- Reviewed manuscript submissions and reported honest feedback to the Managing Editor in a timely manner
- Utilized Word Track Changes to make line-by-line edits on confidential work submitted by clients
- Contributed to monthly meetings and pitched promotional ideas to the marketing team

**Uniti Fiber**

**Mobile, AL**

**Accounting/Cost Analytics Intern**

May 2023 – Aug. 2023

- Contacted executives, vendors and clients to retrieve tax exemption forms
  - Designed and costed fiber optic cable building opportunities for potential clients
  - Handled sensitive account information, such as assisting clients with setting up ACH payments
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## SKILLS

- Wordpress
- Microsoft Office Suite
- Slack
- AP Style

- Airtable
- All social platforms
- Salesforce
- Google Workspace

- Canva
- Adobe InDesign
- CEO SNwork
- Box