

Trevor H. Whalen

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Profile

Freelance writer and editor, college graduate (Master's) and workplace supervisor with excellent writing, critical thinking, time management and leadership skills.

Education

Master of Arts in Emerging Media and Communication GPA of 3.7
University of Texas at Dallas, Richardson, TX August 2015

- Completed an Advanced Project analyzing a first-person immersive game series (*Thief*). Pitched the project to professor and communicated with him throughout; used Blogger, Fraps, and Windows Movie Maker; included text and gameplay recordings. Found at thiefdesign.blogspot.com and morethiefdesign.blogspot.com.

Bachelor of Arts in History GPA of 3.6
The University of Dallas, Irving, TX May 2013

- Cum laude, Dean's List, Honor List, UD Scholarship
- Completed a Senior Thesis on the history of gaming. Pitched the idea to professor, worked with another professor on the project, included an index, and had the project printed and bound. 64 pages.

Skills

- Copyediting / proofreading
- News, features, and reviews writing
- Blogging (Wordpress, Blogger)
- Social media (Twitter, YouTube, Google +)
- Microsoft Word and PowerPoint (advanced), Excel (basic - spreadsheet design, charts)
- AP and Chicago Style
- Communication, initiative, team-orientation
- Supervisor experience

Highlighted Work Experience

Editor-in-Chief, GameLuster.com July 2017 – Present

- Edit and write news stories, feature stories, and reviews on games and the games industry. Oversee staff of twelve writers and one sub-editor. Hire new writers and editors. Communicate with staff via email and chat.
- Edit several drafts of stories and send them to each writer with my comments and highlights.
- Communicate with site administrator on backend issues and ideas for improvement.

Copyeditor, *The University News*, University of Dallas, Irving, TX September 2012 – May 2013

- Edited stories for grammar and coherency during my senior year. Communicated problems and questions to copyediting staff and the Editor-in-Chief.

Other Work Experience

Plant Services Lead, Custodial, University of Dallas, Irving, TX February 2016 – Present

- Promoted to this position. Take charge of departmental operations. Supervise 11 employees, plan the work day, and assist my manager. Fill in for manager when needed.
- Ensure customer satisfaction via effective communication in-person, over phone, and via email.
- Earned Team Spirit award for 2016.
- In a Service Quality Survey in 2016 Facilities Dept. received a 91% agreement rate that service received by customers was satisfactory. Custodial services were most requested with a count of 102 (closest second was General Maintenance, with 75).

Custodian, University of Dallas, Irving, TX October 2013 – January 2016

- Dedicated myself to a changing, demanding work schedule (weekends and evenings, last minute changes), and added tasks to my daily cleaning and work order routines to improve the department's value on campus.
- Earned the department's Extra Mile award for 2015.