

Charlotte Miner

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EDUCATION

Michigan State University, Honors College, College of Arts and Letters East Lansing, MI
Bachelor of Arts in Experience Architecture, Minors in Graphic Design and Writing May 2026

- GPA 4.00, Board of Trustees' Award Recipient
- 2026 Outstanding Senior Award Recipient in XA and in Minor in Writing

EXPERIENCE

JOGLTEP Hybrid | East Lansing, MI
Associate Editorial Assistant September 2024 – Present

- Edit and proofread 15+ academic articles and multimedia pieces per semester by applying editorial standards and cross-cultural literacy frameworks, improving clarity, consistency, and alignment prior to publication
- Update and reorganize website content by synthesizing current research and multimedia initiatives, ensuring transparent accuracy across featured projects and improving accessibility of transnational education resources
- Review video scripts, edit video content, and support post-production by providing revision feedback grounded in intersectional and global education theory, strengthening narrative cohesion across multiple multimedia releases
- Collaborate with a team of editors and researchers to finalize publication materials by conducting structured content reviews and applying an equity-focused lens, contributing to the successful release of peer-reviewed and digital scholarship content

Imperial Supplies Remote | Green Bay, WI
Training Intern May 2025 – August 2025

- Developed 5+ instructional learning resources and training materials by aligning content with business objectives and learner personas, supporting the Training team's internal knowledge initiatives
- Conducted research and performed visual design audits across digital learning platforms, improving content clarity and consistency and enhancing user experience across multiple training modules
- Participated in biweekly strategy meetings with senior instructional designers by contributing research insights and learner-focused recommendations, strengthening alignment between training solutions and organizational needs
- Observed cross-functional learning and development teams and analyzed the application of the ADDIE model and tools such as Articulate Rise, gaining exposure to end-to-end instructional design workflows across multiple projects

Flight Path Creative On-site | Traverse City, MI
Digital Marketing & Design Intern May 2024 – August 2024

- Designed 15+ graphics and multimedia assets per month for social media, email marketing, and client campaigns by applying brand guidelines and UX-driven visual strategy, contributing to increased client satisfaction and positive engagement metrics
- Generated 100+ qualified business leads by conducting market research and competitive analysis, supporting increased sales outreach and conversion opportunities
- Wrote and structured 20+ client proposals by analyzing RFPs and synthesizing insights from discovery meetings, ensuring strategic alignment and effectively showcasing agency capabilities to secure new business opportunities
- Published and optimized digital content using CMS platforms by writing SEO-informed copy and maintaining brand voice consistency, strengthening online visibility and engagement across blogs and social media channels

SKILLS & CERTIFICATIONS

- Adept in user-centered design, prototyping, wireframing, user research, usability testing, accessibility, copywriting
- Proficient in Adobe Creative Suite, Articulate, Canva, CMS, Figma, Google Workspace, HTML/CSS, Miro, Microsoft Office
- Strong interpersonal, communication, and time management skills through client-facing, deadline-driven projects
- Certification in digital marketing, digital ads, e-commerce, and intercultural skills issued by The Global Tech Experience