

Lara Nicole Pur
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Curriculum Vitae

EDUCATION

2017-2020

B.A. in English Honors – College of Liberal Arts and Sciences, University of Illinois at Urbana-Champaign

- Minor in psychology

2016-2017

English – College of Arts and Sciences, University of Colorado at Boulder

HONORS / AWARDS

- 2020 Recognized by University of Illinois Classics Department for Exceptional Performance in Introductory Ancient Greek
- 2019 Finalist for University of Illinois Undergraduate Creative Writing Awards
- 2017-2020 University of Illinois Dean’s List
- 2016-2017 University of Colorado Honors Scholar

ACADEMIC WORK EXPERIENCE

University of North Carolina at Chapel Hill

DLC Lab Media Manager (August 2022-May 2023)

- Spearheaded department headshot project
- Managed and instructed undergraduate workers
- Arranged and tracked headshot appointments
- Organized lab Dropbox and documented organizational changes
- Troubleshot unexpected lab issues
- Onboarded new team members and created onboarding process

Exam Proctor (December 2022)

- Proctored exams for students with ARS disability accommodations during finals season
- Checked students in and out for exams, ensuring they understood the parameters of their exam
- Monitored students during exams to prevent cheating
- Identified and reported cheating to supervisor

Illinois Program for Research in the Humanities

Intern for The Odyssey Project (January 2019-May 2020)

- Co-facilitated classes in philosophy, art history, and writing for low-income adults
- Developed lesson plans and activities with supervisor

- Conceptualized, developed, and maintained a blog/website (odysseyextra.school.blog) for current, prospective, and former students containing supplementary reading materials and educational resources
- Led class discussions and activities
- Met with struggling students outside of class for individual help

Writer's Workshop

Tutor (January-December 2018)

- Tutored undergraduate students in writing, focusing on everything from organization of essays to English fluency
- Assessed client needs and directed online and in-person sessions accordingly
- Facilitated undergraduate workshops and represented the WW at academic events

University of Colorado Boulder Writing Center

Intern (March-April 2017)

- Tutored students, freshman to graduate school, in improving writing skills
- Part of a course on writing center theory and practice taught by Eric Klinger, MA

OTHER PROFESSIONAL EXPERIENCE

Alight Solutions (July 2020-July 2022)

Health Client Specialist II

- Led client calls and tracked escalated cases
- Tested technical interfaces for defects
- Analyzed data to draw conclusions about technical functioning and areas for improvement
- Owned and executed yearly file processes for client and vendor

Alight Solutions

Sales Operations Intern (June-August 2019)

- Rewrote top 50 RFP responses to amplify company voice and increase readability, brevity, and accessibility.
- Designed partner templates for RFP use
- Organized and tracked large-scale projects
- Researched and updated competitive intelligence
- Proofread microsites, bio books, and emails as needed

Slader

Humanities Web Content Writer and Moderator (February 2018-June 2020)

- Moderated content according to copyright restrictions, cataloging deleted answers
- Composed comprehensive analytical write ups, 8k to 10k words each, on classic novels
- Adhered to strict format and content restrictions
- Managed and reported own time use effectively and mind deadlines
- Tested new web service interfaces

Self-Employed

Freelance Writer (February 2018-June 2020)

- Proofread personal statements and essays, guiding clients to their improvement
- Managed contracts and deadlines
- Negotiated pay and length of projects

VOLUNTEER EXPERIENCE

March 2020-August 2020

Amnesty International

- Member of Urgent Action Network
- Write letters and emails of protest to foreign leaders overseeing violations of international human rights

September 2017-January 2018

UIUC Writers Workshop

- Tutored freshmen to seniors in academic writing
- Attended staff meetings

September-December 2017

UIUC Red Bison Ecological Restoration

- Removed invasive honeysuckle and planted seeds for the preservation and restoration of local forests

LANGUAGES

English (native)

Spanish (reading proficiency)

Attic Greek (reading proficiency)

SKILLS

- Academic and business writing
- Teaching, tutoring
- Communication
- Editing
- Organization
- Content moderation

PERSONAL INTERESTS

Creative writing, reading, hiking, sustainability