



DEVON BURNHAM

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WORK EXPERIENCE

University of Michigan - Application Review Specialist

September 2024 to March 2025 and September 2025 to December 2025

- Reviewed and evaluated domestic and international freshman applications for admission to the University.
- Prepared timely and comprehensive written assessments of the quality of each application.
- Ensured confidentiality and security of applications and related materials.

Europa Editions - Publicity & Marketing Intern

May 2022 to October 2022

- Participated in the development and implementation of marketing campaigns.
- Wrote marketing copy for consumer newsletters.
- Created graphics for event flyers, newsletters and posts to social media.
- Maintained spreadsheets and assisted with PowerPoint sales presentations.
- Coordinated ARC mailings.
- Wrote weekly publicity updates of recent book reviews.

Children's Book Council - Marketing Intern

September 2021 to February 2022

- Coordinated mailings to schools and libraries across the country to promote Children's Book Week.

EDUCATION

New York University

Master of Science in Publishing

2021 - 2023

University of Denver

Graduate, Denver Publishing Institute

2021

Colorado College

Bachelor of Arts in English/Creative Writing

2012 - 2016

SKILLS

- Microsoft Office Suite
- Photoshop, InDesign, and Illustrator
- Google Suite
- WordPress
- Canva
- Edelweiss
- AirTable
- CoreSource
- Mailchimp
- NetGalley
- Social media