



ANNABELLE ARGELES

CONTACT

 +1 443 684 0405
 ab.argeles.42@gmail.com
 Florida State University,
Tallahassee, Florida

EDUCATION

Florida State University (FSU)

600 W College Ave,
Tallahassee, FL 32306

2022-2026

Cumulative GPA: 3.91

Activities: Rho Epsilon Chapter of Sigma Tau Delta International English Honor Society Member, Global Citizenship Certificate, Animal Society Treasurer: 3rd year

Bachelor of Arts

English - Editing, Writing, and Media

Bachelor of Science

Business - Management

SKILLS

- Certified in Microsoft Excel
- Skilled with Canva design
- Experienced in Proofreading
- Proficient in Microsoft Word, Powerpoint, Google Docs & Sheets
- Project Management
- Attentive to Detail
- Organized

EXPERIENCE

Intern

The Southeast Review: Literary Magazine

Aug 2025 - Dec 2025

- Strategically planned and coordinated the full schedule of events for the annual fall fundraising, contributing to efforts that generated over \$1,100 in support of publication operations
- Conducted detailed critical evaluations of nonfiction submissions (6–20 pages), providing editorial feedback and contributing to final content selection for publication in the upcoming issue
- Produced and curated engaging, trend-driven promotional content for the magazine's official TikTok account, increasing audience engagement and achieving up to 1,500 views per post

Editor in Chief

ItaliaNoles Magazine, FSU

Jan 2023 - Apr 2023

- Led meetings facilitated through weekly self-made presentations and managed editorial direction by setting and managing deadlines
- Delegated tasks – including photography, interviews, and article submissions – to a team of 16 staff members, overseeing all aspects of production from start to finish
- Designed and implemented the initial print layout, collaborating closely with the design team to enhance user experience

Treasurer

The Kudzu Review: Literary Magazine, FSU

Aug 2024 - Present

- Secured a \$4,000 annual increase in funding, transforming the publication's print schedule from biannual to semesterly issues
- Oversee and manage financial operations, including maintaining the organizational bank account, administering allocated funds from the university's SGA, and preparing detailed line-item budgets
- Collaborate with the Editor in Chief and Faculty Advisor to plan and finance fundraising and staff-wide events for over 75 members

STUDY ABROAD

Griffith University

Brisbane, Australia

Feb 2025 - Jun 2025

FSU International Program

Florence, Italy

Jan 2023 - Apr 2023