

# Tenzing Briggs

617.991.7624 | [tenzing.briggs@gmail.com](mailto:tenzing.briggs@gmail.com) | [linkedin.com/in/tenzing-briggs](https://www.linkedin.com/in/tenzing-briggs) | [nuscimagazine.com/author/tenzing-briggs](https://nuscimagazine.com/author/tenzing-briggs)

## Experience

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- Graduate Assistant Editor, Writer, and Outreach Officer** May 2023 – May 2025  
*UA Little Rock's COSMOS Research Center* Little Rock, AR
- Edited papers written by COSMOS researchers for grammar, formatting, and individual conference and journal styles
  - Wrote articles for COSMOS website/newsletter
  - Managed a small team of writers and graphic designers for newsletter
- Copyeditor/Proofreader Intern** June 2024 – September 2024  
*UA Little Rock English Department, Dr. Heather Hummel* Little Rock, AR
- Copyedited second edition draft of *Short-Form Creative Writing: A Writer's Guide and Anthology*
- Editor and Designer** Sept 2023 – April 2024  
*UA Little Rock Nonfiction Journal, Quills & Pixels* Little Rock, AR
- Discussed submission approvals with other editors
  - Reviewed and edited submissions
  - Designed annual journal using Adobe InDesign
- Graduate Assistant for WordPress Website Upkeep** Sept 2022 – May 2023  
*UA Little Rock Faculty Senate* Little Rock, AR
- Managed Faculty Senate webpage
  - Prepared policy updates for non-Senate website managers
  - Archived Senate meeting documents and legislation
- Magazine Writer and Editor** Sept 2021 – May 2022  
*Northeastern University, NU Sci Magazine* Boston, MA
- Wrote content for magazine's science articles
  - Edited student submissions

## Education

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- MA, Professional and Technical Writing, Editing and Publishing concentration** May 2025  
*University of Arkansas at Little Rock (UA Little Rock)* Little Rock, AR
- BA, English** May 2022  
*Northeastern University (NU)* Boston, MA

## Awards and Scholarships

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|--|------|------------------------------|-------------|
| UA Little Rock Student Writing Award (Technical and Business Writing Category) for Katog Choling Style Guide | 2023 | NU Dean's List               | 2020 – 2022 |
|  |      | NU University Honors Program | 2017 – 2022 |
| UA Little Rock Albers Quality Writing Scholarship  | 2023 | National Merit Finalist      | 2017        |

## Skills

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**Computer:** Microsoft Word, Excel, PowerPoint; Adobe Photoshop, InDesign certification; Google Documents, Spreadsheets;