

Brianna Graggs

Sherwood, AR | 501-352-2159 | bribrigraggs@gmail.com

Skills

Adobe InDesign | Adobe Acrobat | Canva | Microsoft 365 | Google Suite | WordPress | Zoom

Education

University of Arkansas at Little Rock August 2024 - May 2026

Master of Arts in Professional and Technical Writing

Honors: Phi Kappa Phi

GPA: 4.0

Hendrix College – Conway, AR May 2024

Bachelor of Arts in English, Minor in Film Studies

GPA: 3.74

Dean's List: Spring 2021, Fall 2022, Spring 2023, Fall 2023, Spring 2024

Honors: Cum Laude and Distinction

Professional Experience

Arkansas Public Administration Consortium, Graduate Assistant August 2025 – May 2026

Managed professional correspondence and inquiry responses via email and phone; prepared, formatted, and distributed workshop materials in compliance with institutional standards; coordinated logistics, records, and documentation to support program operations.

University of Arkansas for Medical Sciences, Grant Writing Intern August 2025 – December 2025

Drafted and formatted nomination and grant-support materials in accordance with funder guidelines; applied precise citation and documentation standards across submissions; created concise research summaries to communicate complex funding information to stakeholders.

Hendrix College, Explorations Peer Assistant (EPA) July - November 2021

Hosted meetings to inform freshmen about college life; planned and scheduled events; collaborated with Faculty; taught a productivity-based class.

Walgreens, Pharmacy Technician Summer 2021

Communicated with the public in a regulated, high-volume environment; followed strict procedural and confidentiality standards; maintained accurate records and coordinated supply orders.

Leadership & Involvement

Hendrix Murphy Scholar in Literature and Language March 2021 - May 2024

Competitive merit-based program for intensive studies in literature and language.

Search Committee for New Hendrix Murphy Fellow March - April 2023

Chosen by faculty for the position; thoroughly went through résumés; assisted in interviewing candidates; hosted a lunch meeting with a candidate and other students.

Conway Collegiate Leadership Institute August 2023 - December 2024

Prepares high-achieving college juniors, seniors, and graduate students to enter the workforce or pursue further education through a semester-long fellowship.

Academic Advising Committee February - May 2024

Recommends programs, policies, and procedures relating to the organization and development of the academic advising program of the College. Works appropriately with other campus services, offices, and individuals to enhance academic advising for Hendrix students.

Achievements

McCustion English Prize, Hendrix College April 2024

Given to an outstanding senior English major.