

PAYNE SPIVA

Address:

-- Norman, OK, 73071

Phone:

-- (405)623-1895

Email:

-- paspiva@gmail.com

Website:

-- www.paynespivaauthor.com

EDUCATION

Master's of Professional Writing

University of Oklahoma

Expected: May 2026

Bachelor of Arts in Professional Writing

University of Oklahoma

Graduated: May 2024

- GPA 3.41
-

VOLUNTEER EXPERIENCE

Food & Shelter, Inc.

May 2025

- Serve Meals
- Maintain Kitchen and Dining Area

Officer

Heart Disease Awareness Club

May 2022 - May 2023

- Produce Educational Material
- Facilitate Meetings

OU Nightly

Aug 2021 - May 2022

- Camera Operation
 - Editing Assistance
-

HONORS & AWARDS

Dean's Honor Roll | 4 Semesters

Gaylord College of Journalism and Mass Communication

- Maintaining a GPA of 3.5 or above

President's Honor Roll | 2 Semesters

University of Oklahoma

- Maintaining a GPA of 4.0
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EXPERIENCE

Freelance Writer

Partnership Leaders

Sep 2025 - Present

- Write and Edit Articles
- Work Independently
- Create Compelling Profiles

Landscaper

Pual Stewart Designs | Norman, OK

May 2025 - Aug 2025

- General Garden Maintenance (weeding, mulching, planting, etc.)

Graduate Teaching Assistant (GTA)

Gaylord College of Journalism and Mass Communication | Norman, OK

Jan 2025 - May 2025

- Grading
- Monitor Attendance Records
- Stay Up to Date with the Industry
- Multitask

Dental Assistant

Chad D. Spiva D.D.S.

May 2024 - Aug 2024

- Clean Rooms
- General Office Work
- Keep Up in a Fast-Paced Environment