Isabella Hunter

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Portfolio Website: bellahunterpeek.com

PROFESSIONAL SUMMARY

Writer, editor, and communications specialist with experience creating compelling content across digital, editorial, and public-facing platforms. Skilled in copywriting, storytelling, content strategy, and brand messaging with a passion for crafting clear, engaging narratives that connect with audiences. Experienced in adapting voice across web, social media, email, and multimedia content while maintaining accuracy, consistency, and editorial excellence.

EDUCATION

Brigham Young University, College of Humanities Aug 2021 – Apr 2025
Bachelor of Arts, English Creative Writing Provo, UT
GPA: 3.96
•Minor in Ancient Near Eastern Studies
•Inducted member of Students of the Ancient Near East Council
•Art History Semester Abroad in England, France, and Italy May 2022 – June 2022
•Semester Abroad at BYU Jerusalem Center: Israel-Palestine, Jordan, and Greece Aug 2022 – Dec. 2022

EXPERIENCE

Utah State Senate Majority Caucus Dec 2025 – March 2026
Writing Fellow on the Chief of Staff's Communications Team Salt Lake City, UT
•Wrote and edited press releases, newsletters, constituent communications, speeches, policy statements, talking points, and executive messaging for Senate leadership.
•Researched rapidly changing legislative issues to produce accurate, deadline-driven content.
•Produced website copy, managed published content in WordPress, and designed presentations and messaging for leadership speeches using Canva.
•Wrote social media copy and short-form video scripts across multiple platforms including Instagram, Facebook, and X.
•Collaborated with communications staff and senators to support media and news events, press conferences, and public messaging initiatives.

Inscape Journal Aug 2024 – May 2025
Literary Editor and Acquisitions Lead Provo, UT
•Evaluated and edited over 500 poetry, nonfiction, and literary submissions for publication alongside the editorial team.
•Led acquisition efforts that recruited 70+ contributors for journal issues and craft essays.
•Edited and published eight blogs using WordPress while maintaining editorial standards and publication schedules.
•Managed publication workflows using Submittable, Monday, Excel, Canva, WordPress, and Slack while supervising a team of blog writers and acquisitions editors.
•Collaborated with more than seventy editors, designers, and writers in a fast-paced environment to produce issues, coordinate outreach marketing events, and manage publications of Inscape literary journal.

Utah Association of Counties (UAC) Dec 2022 – Jan 2026
Legislative Assistant Salt Lake City, UT
•Conducted legislative and policy research supporting advocacy initiatives across Utah's 29 counties.
•Tracked legislation, fiscal notes, and more than 900 redevelopment agencies, collaborating with elected officials, policy analysts, and lobbyists throughout legislative sessions and interims.
•Prepared meeting agendas, floor calendars, summaries, and written communications for policy steering committees and statewide conferences.
•Synthesized complex legislative and policy information into clear, accessible content and updates using Airtable, Monday, Google Workspace, and Microsoft Office.

BYU Maxwell Institute Aug 2023 – Jan 2024
Front Desk Assistant Provo, UT

•Edited and transcribed 30+ podcast episodes for clarity, readability, and publication.
•Conducted academic research supporting scholars and publication projects.
•Coordinated university events and administrative operations in a fast-paced academic publishing environment.

SKILLS

Creative Writing, Editing, Copywriting, Proofreading, Acquisition, Digital Communication, Canva, Word Press, Microsoft Office, Google Workspace, Airtable, Monday, Travel Writing, Social Media, Web Content, SEO content, AI Tools, Brand Voice, Academic Research, Government Communications, Data Entry, Email Marketing.