

Accomplished and educated professional with a passion for the written word!

- ▶ Editing, Proofreading, & Writing Expert
- ▶ Clear Verbal and Written Communication Skills
- ▶ Development Research
- ▶ Stylistic, Structural and Grammatical Corrections
- ▶ Highly Disciplined in Project Execution
- ▶ Effective in Meeting Timelines & Budgets
- ▶ Advanced Search Engine Optimization (SEO) Skills
- ▶ Production & Organizational Coordination Skills

PROFESSIONAL EXPERIENCE

MARKETING ASSISTANT, Unlimited Biking

August 2021 – Current

- Writing creative copy, proof reading, editorial blogging, manage social media accounts
- Assist the President and Marketing Team in whatever needs to be done, including helping with photo shoots, client services, etc.

PROOFREADER, World Education Services

March 2020 – Covid Downsized

- Learned every step of the evaluation process while working as quality control that varied from country to country. Successfully verified all required academic documents were present and sent directly from the institutions; created a country-specific report for the Canadian government.
- Completed 100% of all files assigned daily, proofread details of student transcripts for spelling, formatting, and information errors before sending it to the Government of Canada's IRCC department (Immigration, Refugees, and Citizenship Canada). Worked virtually for the majority of my time at World Education Services.

PROJECT & CONTENT MANAGER, Local Search Force

2018 – 2020

- Pre-Sales Tech Support: Market & competitive research, web marketing technical analysis, & presentation reports documents.
- Post Sales Technical Support: SEO Content Creation, website content creation, website design, & statistical tracking.
- Social Media Senior Project Manager: Manage and content development for 100+ social media corporate accounts.
- Achieved success for small-business customers who were not showing up in Google searches; wrote and edited copy for customer's web-based marketing efforts to increase consumer engagement and paired the copy with geo-keywords, then tracked progress through sitemaps. Every website I've worked on landed on the first page of Google when keywords were searched, such as "Pest Control Brooklyn, NY."

GRADUATE ASSISTANT, Fordham University Writing Center

August 2017 - May 2019

- Collaborated on workshops with presentations in classrooms to provide an overview of our services and essay writing tips (i.e., paragraph structure, entering an academic conversation, etc.). Guided both native and non-native English speakers through various steps in the writing process, including brainstorming, researching, outlining, and revising. Worked with many students each semester and kept track of their progress through an online database to ensure the best possible service.

FOOD SERVICES, BombSquad Baseball & Indiana Memorial Union

Part-time 2010-2017

- Concessions management for the Midwest Baseball Championships. Worked on banquet crews during undergraduate college.

EDUCATION

MASTER OF ARTS, English, FORDHAM UNIVERSITY

BACHELOR OF ARTS, Majors: English & Gender Studies, Minor: Comparative Literature, Graduated with Honors, INDIANA UNIVERSITY, Bloomington

EXTRACURRICULAR

- ▶ Conference Paper, April 2019: "The Vindication of Lily Bart." Rutgers University's Long Eighteenth-Century Graduate Conference, New Brunswick, NJ.
- ▶ Conference Paper, May 2017: "Queer Procreation in the Nineteenth Century Monster Novel." Undergraduate Honors Student Conference, Bloomington, IN.
- ▶ Three-year member of The Singing Hoosiers, Indiana University's oldest choral ensemble
- ▶ Volunteered at the Kinsey Institute and worked as a radio DJ for WIUX

EXCELLENCE IN PROOFREADING, WRITING, AND EDITING