


Lauren Harsh

Content Writer

CONTACT

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SKILLS

SEO
Social Media Management
Digital Marketing
Professional French
Proficiency
Research
Microsoft Office
Google Analytics
Typing 70 wpm
Customer Service
Fundraising

CERTIFICATIONS

Digital Marketing
General Assembly
2020

DEGREES

BA, International Studies and
French
University of Michigan, Ann
Arbor 2013 – 2017

ABOUT ME

I am a Chicago-based entry-level professional writer specializing in content marketing. I am also efficient, capable, and will not bother you unnecessarily. My most popular content piece has brought 27K impressions to the site through organic search. My style is informative and humorous. You can see some examples of my work [here](#).

EXPERIENCE

Educational Content Writer
Wyzant / Chicago, IL / October 2019- Present

- Became instrumental in the company's content marketing strategy by writing blog posts on educational topics for French learners

Visa Submissions Officer
VFS Global / Chicago, IL / July 2018 – October 2019

- Took charge of communications between the department and client by crafting email and phone correspondences
- Led the France department by performing both customer-facing and back office documentation and administrative tasks

Temporary Visa Clerk and Language Advisor
French Consulate / San Francisco, CA / July 2017- September 2017

- Explained complex policies and information to clients, many of whom were non-native English speakers, in terms they could understand
- Composed correspondences and as the only native English speaker in the department, provided proofreading assistance to my colleagues

Student Front Desk Assistant
University of Michigan Undergraduate Library/ Ann Arbor, MI/ 2016-2017

- Assisted students and faculty with requests, wrote correspondences

Field Intern
Gretchen Driskell for Congress/ Ann Arbor, MI/ May 2016-November 2016

- Engaged in door-to-door and phone-based voter contact consistent with the candidate's messaging