

# **Elsbeth Wright**

**5593 Place Basile Patenaude**

**Montreal, QC**

**H1Y 3E3**

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## **JOB OBJECTIVE:**

## **SUMMARY OF QUALIFICATIONS:**

- 1 + year experience in freelance writing, 5 years of teaching, 5 years of customer service
- Strong written and verbal communication skills
- Ability to work effectively in a team setting yet driven when working independently
- First Aid and CPR certified (2016)
- Bachelor's degree in Theatre from Queen's University
- Ability to learn quickly, problem solve, think creatively, write impactful content
- Knowledge in WordPress, Microsoft Office, Outlook, LinkedIn, Facebook, Instagram, Twitter, Slack, Google Meetup, and Trello
- Ability to work within tight deadlines

## **WORK EXPERIENCE**

### **Content Writer / Instagram Curator**

**May 2016- November 2016**

#### **InsideOTT, Ottawa, Ontario**

- Researching events, venues, and artists in Ottawa
- Interviewing various people in order to write articles
- Brainstorming creative and interesting post ideas
- Writing fun, captivating articles and posting them to WordPress
- Curating the official InsideOTT Instagram account
- Promoting the InsideOTT website using social media platforms such as Facebook, Twitter, and Instagram
- Brainstorming innovative and fun marketing campaigns

### **Social Media Curator**

#### **Rheo TV, Ottawa, Ontario**

**February 2016- Present**

- Writing SEO blog post promoting Rheo TV
- Searching Vimeo and Facebook for top quality content
- Filtering and labeling content on to appropriate channels
- Promoting Rheo using Twitter and Facebook

## **Inside Sales Representative**

**Shiptrack, Ottawa, Ontario**

**November 2015- January 2016**

- Researching international businesses
- Calling businesses to set up informational webinars.
- Keeping a schedule of appointments

## **Customer Service Representative**

**PassionArts Teleservices, Inc. Ottawa, Ontario**

**August 2015 - November 2015**

- Promoting Canadian art institutes such as the Great Canadian Theatre Company
- Informing people about upcoming plays
- An understanding of Canadian theatre

## **Prior Experience**

Teaching and supervising children in both South Korea and Hong Kong from 2010- 2015. During this time I was also the public face of many schools, and liaison between the school and parents.

## **EDUCATION AND TRAINING**

### **Bachelor of Arts: Theatre**

Queen's University, Kingston, Ontario

**2009**

## **References**

Lorin Van Dusen  
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