

Emily Kolvitz
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<https://emilykolvitz.journoporfolio.com>

Experience

Content Marketer, Copywriter, and DAM Librarian at Hawk Ridge Systems

July 2023 - Present

Copywriting for blogs, guides, customer stories, and I manage the digital library (DAM) for sales and marketing.

Freelance Copywriter

July 2017 - Present

Part-time work mainly B2B tech-focused copywriting primarily through Upwork or contacts on LinkedIn.

Content Manager and DAM Librarian at Bynder

February 2015 - February 2022

Implemented DAM content library for Fortune 500 clients for close to a year and then started creating content and copy for the website, social, emails, guides, webinars, and more. Managed the DAM library and digital records for sales and marketing.

DAM Manager at JCPenney

October 2013 - January 2015

Worked in the pre-media department to organize, tag, and route content for the photo studio and for ecomm website and maintained digital records.

Project Archivist at The Carl Albert Center, Congressional Archives

August 2012 - September 2013

Worked on the James R. Jones archives project to catalog and describe records from his time in office as a representative for the state of Oklahoma.

Project Archivist at The Oklahoma History Center

August 2012 - September 2013

Worked on a large-scale digitization project, digitizing and maintaining records for the historic newspapers for the state of Oklahoma to be published on the Gateway to Oklahoma History.

Associate to Store Manager at Gamestop

2008 - 2011

Inventory management, sales, and store management at Gamestop.

Education

MLIS (Library and Information Studies) from the University of Oklahoma, 2014

BA Psychology from the University of Central Oklahoma, 2012