



## PROFILE

To obtain a position as a writer/editor while also showcasing my skills provided by my education and past experiences in the field.

## SKILLS

### PROFESSIONAL SKILLS

|                     |           |
|---------------------|-----------|
| Slack               | ● ● ● ● ○ |
| Microsoft Office    | ● ● ● ● ○ |
| Google Docs         | ● ● ● ● ○ |
| Social Media        | ● ● ● ● ○ |
| Google Spreadsheets | ● ● ● ● ○ |
| Adobe InCopy        | ● ● ● ● ● |
| WordPress           | ● ● ● ○ ○ |
| Basecamp            | ● ● ● ● ○ |
| AP Style            | ● ● ● ● ○ |
| Adobe Premiere      | ● ● ○ ○ ○ |
| Drupal              | ● ● ● ○ ○ |

### PERSONAL SKILLS

Leadership  
Communication  
Time Management  
Organization

## WORK EXPERIENCE

- **MORRIS VISITOR PUBLICATIONS/ON MEDIA** *March 2019 - March 2020*  
*Group Editor*
  - Promoted from Assistant Editor to Group Editor for *WhereTraveler's* Charlotte, Miami, Phoenix/Scottsdale, Seattle, and Tucson markets in March 2019
  - Gathered photos for the cover and features, constructed the majority of the content featured in the magazine, and assigned out features to freelance writers
  - Instructed freelance writers, art directors, and our photo editing team as to what is needed for the upcoming issue
  - Contributed as an editor and writer for a variety of *WhereTraveler* publications; I am currently still doing so in a freelance capacity
- **MORRIS VISITOR PUBLICATIONS** *March 2017 - March 2019*  
*Assistant Editor*
  - Fact-checked and placed content for a number of publications
  - Wrote content, gathered photos, and followed best principles of AP Style
- **THESPORTSTER** *January 2017 - March 2017*  
*Writer*
  - Contributed content for the sports-based website *TheSportster* where I wrote articles based around sports-related issues
- **FOODSTIRS** *October 2015 - November 2016*  
*Assistant Operations Manager*
  - Helped organize and operate the e-commerce portion of the company
  - Guided a team of kilters to help meet our monthly goal
  - Due to my experience in operations, I am proficient in Shipstation and also communicated with Foodstirs' headquarters through Google Drive and Google Spreadsheets

## EDUCATION

**CALIFORNIA STATE UNIVERSITY NORTHRIDGE**  
*Bachelor of Arts in Journalism*

*December 2016*