

TAYLOR CLAYTON

WRITER/EDITOR

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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	● ● ● ○ ○
SEO	● ● ● ● ○
AP Style	● ● ● ● ●
Optimizely	● ● ● ● ●
Drupal	● ● ● ○ ○

PERSONAL SKILLS

Leadership
Communication
Time Management
Organization



WORK EXPERIENCE

- **MANHATTAN ASSOCIATES, INC.** *January 2021 - Present*
Marketing Copywriter - Atlanta, GA
 - Construct copy, strategize, and serve as a copy editor for various media assets for Manhattan Associates' marketing team, including but not limited to case studies, social media content, e-books, articles, blogs, marketing campaigns, web copy, and advertisements.
 - Changed teams from the Marketing Creative Team to the Marketing Web Team in January 2023 in preparation for our new website rebrand. I currently serve as the main point of contact and stakeholder for all web copy on manh.com. As a result of my work and dedication to the team, I was awarded a Spirit Award for Q1 2023.
- **MORRIS VISITOR PUBLICATIONS** *March 2019 - March 2020*
Group Editor - Augusta, GA
 - Promoted from Assistant Editor to Group Editor for *WhereTraveler's* Charlotte, 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 features to freelance writers.
 - Instructed freelance writers, art directors, and our photo editing team as to what was required for the upcoming issue.
 - Contributed as a writer for a variety of publications for *WhereTraveler*.
- **MORRIS VISITOR PUBLICATIONS** *March 2017 - March 2019*
Assistant Editor - Los Angeles, CA
 - Fact-checked and edited content for a plethora of publications.
 - Wrote content, gathered photos, and followed best principles of AP Style.



AWARDS & ACCOMPLISHMENTS

MANHATTAN ASSOCIATES SPIRIT AWARD *Q1 2023*
Never Settle, Consider It Done



EDUCATION

CALIFORNIA STATE UNIVERSITY NORTHRIDGE *December 2016*
Bachelor of Arts in Journalism