

CHARLOTTE REAMES

Content Writer and Editor

PERSONAL PROFILE

I am an experienced content writer and editor skilled in clarity, concision and accuracy editing, who is proficient in AP and Chicago style guides to write articles and blogs on a deadline.

ACHIEVEMENTS

- Georgia Gwinnett College Honors Program
- Presenter of Covid-19 Research for the 2021 Research Posters at the Georgia Capitol

GET IN TOUCH

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WORK HISTORY

Communications Intern

GGC Public Relations, Aug 2021 to Dec 2021

- Researching relevant background information on newsworthy events
- Organizing and interviewing sources for salient content
- Producing and editing original content for AP style to be submitted for press release and media outlets each week

Student Editing Assistant

GGC First-Year Seminar Grant Project, Aug 2021 to Dec 2021

- Working independently to edit manuscript chapters for style, consistency and relevance
- Organizing and editing manuscript format

Writing Intern

Boy With A Ball, Jan to March 2020

- Composed blog stories to be published to the website
- Collaborated with a team to write and edit content for the website

Manuscript Editing

GGC School of Liberal Arts, March to April 2021

- Proofread and copyedited a research essay by Dr. Rachel Bowser, "Suggesting a Surface: The Picture of Dorian Gray and Suspicious Reading" to be published in Studies in the Novel at UNT.
- Edited for grammar and style using the publishers in-house guide.

Manuscript Editing

GGC School of Liberal Arts, April to May 2021

- Copyedited three chapters for style and clarity for the intended audience in Dr. Marni Brown's textbook "The Gender Project: An Intersectional Text", currently under contract with Oxford, Publishing.

SKILLS & INTERESTS

- Treasurer and News Editor of GGC's The Globe newspaper Spring 2021
- Member of International English Honor Society
- Excellent oral/written comprehension
- Proficient with Microsoft Word, PowerPoint, and Excel
- Proficient in AP and Chicago style

EDUCATION

Georgia Gwinnett College

English Writing and Rhetoric with Film minor, 2021

- Expected graduation date: Dec 2, 2021
- Principles of Technical and Professional Editing, Modern Grammar, and Basic News Writing, Screenwriting for TV/Film and Film Theory
- President's list and Dean's list, 2018-2021
- Overall GPA: 3.92