

Rachel Robles

Editor, Copy Editor, Writer

Contact

Address

Clyde, NC, 28786

Phone

713-446-0181

E-mail

rachelrobles11@gmail.com

Skills

Remote productivity tools

Excellent

Copywriting and editing

Excellent

Planning and coordination

Excellent

Team collaboration

Very Good

Written Communication

Excellent

Multitasking Abilities

Excellent

Organization and Time Management

Excellent

G-Suite

Very Good

MS Office

Very Good

CMS Software Proficiency

Very Good

Critical Thinking

Excellent

People Skills

Excellent

Detailed copy editor and writer with 10 years of experience working with large volumes of audience-targeted content, trimming to fit style and grammatical considerations. Collaborative editor devoted to supporting multidisciplinary teams in exceptional content generation. Deadline-driven employee with proven reputation for timely project completion.

Accomplishments

- Earned six North Carolina Press Association Awards with strong writing and page design.
- Supervised and collaborated with team of four to six team members in three different departments in the development of numerous special projects over the course of four years.
- Edited alumni magazine "The Owl and Spade" for Warren Wilson College two years in a row.
- Achieved numerous early deadlines by completing product testing with accuracy and efficiency.
- Never missed a deadline.

Work History

2022-01 -
2022-06

Ethics and Compliance Copy Editor Contractor

PwC

- Developed and maintained database of high-quality boilerplate copy, enabling faster turnaround for time-sensitive projects.
- Collaborated with editors and page designers to create polished, attractive product.
- Recommended copy edits based on knowledge of target audience and internal and external style guides.
- Proofread, edited and evaluated final copy to verify content aligned with established guidelines.

2021-08 -
2021-12

Content Curator and Copy Editor

Mountaineer Publishing, Waynesville, NC

- Managed content distribution to online channels and social media platforms.
- Maintained content marketing calendar to schedule creation and delivery deadlines.
- Directed content of website by gathering information and integrating data from other departments.
- Approved, reviewed and edited content flowing to website.
- Organized and attended meetings to discuss project status and brief new projects.

2019-01 -
2019-08

Content Creator, Writer and Editor

Mountaineer Publishing, Waynesville, NC

- Curated and wrote weekly email newsletter PressPlay geared toward families and young professionals.
- Implemented strategies and tactics to grow followers on social media channels.
- Posted and promoted articles on social media platforms to engage target audience.
- Devised attention-grabbing headlines and summaries to increase clicks and engagement.
- Prepared, rewrote and edited pieces to improve readability and impact.
- Adhered to Associated Press and internal style guidelines.
- Generated stories to reflect current trends and news to pull audience into website.

2018-03 -
2018-08

Copy Editor

DC Metro Theater Arts

- Reviewed and edited content for correct grammar and style.
- Created headlines, subheads and photo captions.
- Recommended copy edits based on knowledge of target audience and internal and external style guides.
- Collaborated with editors and page designers to create polished, attractive product.
- Proofread, edited and evaluated final copy to verify content aligned with established guidelines.

2014-01 -
2017-12

Lifestyles Editor

Mountaineer Publishing , Waynesville , NC

- Determined readiness of written pieces, made changes and approved final versions for publication.
- Devised attention-grabbing headlines and summaries to increase clicks and engagement.
- Set layouts and selected photos for stories to boost readership.
- Collaborated with writers and graphic designers to develop content schedules and plan workflows.
- Adhered to Associated Press and internal style guidelines, educating staff on standards.
- Posted and promoted articles on social media platforms to engage target audience.
- Managed team of writers and junior editors to deliver accurate and engaging content.
- Guided and motivated staff to achieve demanding targets under tight deadlines.
- Assigned stories, led content development meetings and reviewed completed stories to guide execution of concepts and tone.
- Reviewed articles for grammar, spelling, punctuation, syntax, accuracy and compliance with quality standards.
- Supported publication by helping develop layouts and collaborating with production teams.
- Collaborated with graphics department to develop and implement visual elements.
- Led and managed multiple projects from conceptual stage through to launch.

2013-08 -
2013-12

Copy Editor

Media General Operations, Hickory Daily Record, Hickory, NC

- Reviewed and edited content for correct grammar and style.
- Suggested headlines, subheads and photo captions for local and national news stories.
- Recommended copy edits based on knowledge of target audience and internal and external style guides.
- Proofread, edited and evaluated final copy to verify content aligned with established guidelines.

2012-06 -
2013-11

Copy Editor

Soomo Learning , Asheville , NC

- Reviewed and edited content for correct grammar and style.
- Recommended copy edits based on knowledge of target audience and internal and external style guides.
- Proofread, edited and evaluated final copy to verify content aligned with established guidelines.
- Provided concise and constructive editorial feedback to writers to improve article and story writing.

Education

2009-08 -
2011-05

Master of Arts: English

Western Carolina University - Cullowhee, NC

2005-08 -

Bachelor of Arts: English

