

Emily Benefield

Detail-oriented writer, editor and content manager with 2+ years of experience in a deadline-driven environment.

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EXPERIENCE

Freelance Writer

FEBRUARY 2016 – PRESENT

- **Trulia** | Research and write blog posts
 - (see trulia.com/blog/author/emilybenefield)
- **Kindrid** | Pitch, research and write blog posts, social media content, and marketing materials
 - (see blog.kindrid.com/blog)

Test Prep Content Manager/Editor | Shmoop

JULY 2015 – JULY 2017

- Wrote, edited and revised user-facing content, ensuring product accuracy, tonality and adherence to style guide
- Orchestrated new product launches
- Managed team of writers while producing the highest quality deliverables
- Created both department-wide and team-specific writing guides and project specs

Copy Editor and QA Consultant | Shmoop

MAY 2015 – JULY 2015

- Revised user-facing content and performed Quality Assurance checks on existing Test Prep products

Assistant Director | Camp Olympia, Trinity, TX

MAY 2014 – AUGUST 2014

- Oversaw daily programming for campers and counselors
- Planned and directed several all-camp activities

Law Intern | McLennon County District Attorney, Waco, TX

JANUARY 2014 – MAY 2014

- Aided litigation/discovery process
- Researched and edited legal articles

EDUCATION

Baylor University | Waco, TX | B.A. in English Literature

AUGUST 2011 – MAY 2015

SKILLS

Writing
Editing
Project/ People Management
Calendar Management
Research
Basic HTML / CMS
Teamwork
Ghost Writing

LANGUAGES

English, Intermediate Spanish

LEADERSHIP | VOLUNTEER WORK

Vice President of Member Development | Pi Beta Phi, 2013
Policy and Standards Board Chairman | Pi Beta Phi, 2014
Public Relations Student Society of America | 2013 – 2014
Freshman Leadership Organization | 2011 – 2012
Tutored elementary students in Reading and writing | 2012 – 2014

PORTFOLIO

emilybenefield.journoportfolio.com