



NIA SCOTT

EDITING, SOCIAL MEDIA,
AND COMMUNICATIONS

CONTACT

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INTERESTS

Reading

Writing

Running

Traveling

Binge Watching

Scavenging Flea Markets

PROFILE

Ambitious professional with diverse knowledge and skill in the fields of Publishing and Communications, including writing, print media, digital media, and social media.

EXPERIENCE

COMMUNICATIONS AND FOOD AND BEVERAGE MANAGER AMC THEATRES | JUNE 2016 - PRESENT

- Managed daily operations as well as completing weekly ordering and counting of food and beverage items.
- Raised Overall Satisfaction scores by 5.6% by implementing techniques
- Communicated complex concepts in a clear and concise manner to guests, crew, and management

FREELANCE WRITER

GLOBAL TRAVELER MAGAZINE | JULY 2017 - PRESENT

- Work under a strict deadline to submit 30 articles, monthly in AP format

EDITORIAL, SOCIAL MEDIA, AND PUBLISHING INTERN

GLOBAL TRAVELER MAGAZINE | MARCH 2017 - JUNE 2017

- Developed a social media strategy to increase the following of the company website
- Assisted in all areas of publishing
- Contributed 30 articles a month for three separate publications
- Created, scheduled, and analyzed social media for all publications on Facebook, Twitter, Instagram, Pinterest, and LinkedIn
- Communicated with contributors to gather and edit their work before the deadline
- Assembled media kits to sent out to advertisers
- Used Wordpress daily and have gained some knowledge of HTML and CSS

EDUCATION

BACHELOR OF ARTS, MAJOR IN ENGLISH BACHELOR OF ARTS, MAJOR IN FRENCH LANGUAGE AND LITERATURE

EAST STROUDSBURG UNIVERSITY | 2013 - 2017

GPA: 3.7

SKILLS

- SEO and Google Analytics
- Social media strategy
- Marketing
- Editing
- Copywriting
- WordPress
- Digital Media
- Print Media
- Social Media scheduling and posting
- Communications
- Market research