

Kyla Thomas

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EXPERIENCE

Tata Consultancy Services

Associate Copy Writer | Chicago, Illinois | 2022-Present

- Writing highly engaging long and short form content that nails the brief and reflects a brand's tone of voice.
- Strategically developing the tone of voice for our clients' brands and creating foundational and functional copy style guides.

Miracle Monocle Literary Journal

Prose Editor | Louisville Kentucky | 2021-2022

- *Read more than 100 Prose pieces in preparation for the bi-yearly issue of literary journal Miracle Monocle. Along with choosing the final pieces, also edited and coded pieces using HTML.*

One west

Volunteer | Louisville Kentucky | 2021

- *Called local businesses for OneWest's new platform, "The PlanRoom", wrote business proposals, and researched ways to improve the website design.*

University of Louisville

Content Writer | Louisville Kentucky | 2021-2022

- *Takes site map from website design team and determines, composes, and edits content for each page. Researches precedent for website content across environmental justice websites. Works with environmental justice and legal writing assistants on website content related to the science of air pollution. Meets weekly with website team.*

University of Louisville Call Center

Call Center Supervisor | Louisville Kentucky | 2018-2022

- *Worked as a caller for 2 years where I raised over \$100,000 for University. Promoted to supervisor in 2021 and managed the call center along with the manager.*

EDUCATION

Bachelor of Arts (English)

University of Louisville

With a concentration in Professional and Public writing

TECHNICAL SKILLS

- Copywriting
- Proofreading
- Technical Writing
- Adobe Premiere
- Video and Audio Production
- Coding in HTML

SOCIAL SKILLS

- Fundraising
- Leadership
- Team Work
- Communication.
- Interpersonal skills.
- Problem-solving.
- American Sign Language

REFERENCES

Available on request