

# EMILY "MIMI" TAYLOR

Chicago, IL 60615 | [ms.emilytaylor@gmail.com](mailto:ms.emilytaylor@gmail.com) | 862.220.7179 | [mimitaylor.journoportfolio.com](http://mimitaylor.journoportfolio.com)

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## COPYWRITER AND EDITOR

*Cultural Communication with a Personal Touch*

Editorial and Communications enthusiast with diverse experience. Highly organized and passionate about accuracy and detail. Thoughtful and direct communicator with colleagues and clients regardless of age, discipline, or experience level. Independently driven and adept at managing competing deadlines and projects with efficiency.

### Core Competencies

- Editing and Copywriting
- Research
- Creative Content
- Social Media Marketing
- Process Analysis
- Scholarly Communication
- Accessible Communication
- Interviews and Reporting
- Relationship Building
- Project Management

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### Education

**Bachelor of Arts, English Language and Literature | Graduated 2020**

University of Chicago, Chicago, IL

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### Professional Experience

**Associate Analyst, Crohn's and Colitis Foundation | Remote** **03.2022-Present**

- Assist Lead Analyst in process analysis and project management for the Marketing and Research Grants department
- Lead department meetings, including to the Chief Scientific Officer, to present completed work and get feedback
- Strategize solutions in one-one-one planning sessions with Lead Analyst, using both solo and partnered research
- Write spec work for new communications materials, with the goal of implementing them in future departmental messaging

**Lead Content Strategist, Octane Consulting Services | Remote** **01.2022-Present**

- Led and designed a complete rebrand of company messaging using feedback from President to translate corporate philosophy and history into a modern aesthetic
- Wrote all copy, with 5 rounds of edits, for rebrand materials including company bios, mission statement, and company history
- Designed a new logo and visual theming, incorporated it into all aspects of branding

**College Essay Consultant, Self Employed | Remote** **9.2020-03.2022**

- Collaborated with one client over two years resulting in acceptance of top 2 college choices
- Edited 24 essays for clarity, tone, and personal voice
- Initiated brainstorm sessions and conducted strategy for all essays and college applications

**Full Time Caregiver, Nanny and Tutor, Yudborovsky Family | Montclair, NJ** **8.2020-8.2021**

- Orchestrated all day-to-day life for 2 children from 8:30am-5pm Monday through Friday.
- Introduced concepts related to the English Language to support children's intellectual curiosity and engagement.
- Conducted exercises that resulted in speech improvement, comprehension, and articulation which vastly reduced developmental delays.

**Editorial Intern, Chicago Review | Chicago, IL** **9.2018-4.2019**

- Fact checked, copy edited, and typeset 5 long-form essays for 2 triple issues within deliverable timeframe.
- Developed and executed social media marketing initiatives in collaboration with a 4-person team.
- Revitalized, migrated, and rebuilt the Chicago Review website utilizing WordPress and HTML5 which included ~20 long essays and ~50 poems. Formulated appropriate linkage with footnotes, HTML5, photography, captions, etc.

**Managing Editor, UChicago Center for the Study of Gender & Sexuality, The Radius Podcast | Chicago, IL** **2018**

- Conducted research on interview subjects of all demographics to aggregate data, insight, and analytics on gender and sexuality. Transitioned content into a feature Podcast episode which reached diverse academic and professional audiences.
- Pitched innovative ideas that led to the creation of new themes; trends; and stories for each episode. Integrated multiple concepts into engaging episodes with timely transitional strategies and messaging.

**Desk Assistant, Eckhart Mathematics Library | Chicago, IL** **9.2016-6.2017**

**Sales Associate, J. Crew | Wayne, NJ** **9.2014-2.2015**

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### Other Skills

Adobe Photoshop, Adobe Indesign, Adobe Audition, WordPress, HTML5, Wix, Filemaker Pro, Google Suite, Microsoft Suite

### Special Interests

Gourmet Cooking, Literature, Woodworking, Knitting, Wikipedia Editing