

Victoria Lindberg

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Detail-oriented publishing professional with a strong background in editing and copywriting, committed to producing high-quality content that resonates with diverse audiences.

EDUCATION

Stonehill College | Easton, MA

Graduation: May 2022

Bachelor of Arts Degree | Honors

Major: English | **Awards:** Presidential Merit Scholarship, Deans List Fall 2018-Spring 2022

George Washington University | Washington, D.C. | Online

Anticipated Graduation: May 2025

Master of Professional Studies (MPS) in Publishing | GPA: 3.91

WORK EXPERIENCE

Assistant Editor | Agital Marketing Agency

April 2023-November 2024

- Review and edit projects for grammatical accuracy, quality, and industry relevance, ensuring adherence to SEO and AP Style standards. Provide editorial and copywriting insights to both internal teams and clients.
- Manage the preparation, tracking, and updating of editorial projects within the editorial calendar, communicating directly with a range of writers to ensure timely completion to all deadline and client expectations.
- Collaborate with clients across various brand-sensitive and technical e-commerce industries to develop copy, maintain internal and client-facing editorial resources with the latest marketing trends, and create new editorial documents and resources for writers.
- Copywrite compelling copy for clients when needed, tailoring content to align with brand voice and engage target audiences effectively.

Freelance Copyeditor & Copywriter | Massachusetts Association of Realtors | Foxborough, MA

September 2022-April 2023

- Develop high-quality content for social media, newsletters, and client communications, managing platforms to enhance engagement.
- Edit, proofread, and provide feedback on content from various departments, adapting to diverse voices and writing styles.
- Collaborate with designers, event coordinators, and marketing teams to create copy for events, including invitations and updates, to drive client engagement.

Editorial Internship | WeBook Publishing | Remote

November 2022-April 2023

- Proofread manuscripts and offer detailed beta-reader feedback, emphasizing grammar, spelling, syntax, and punctuation.
- Plan and manage the editorial calendar and content publication schedule, while creating and overseeing engaging consumer-facing content for social media, blogs, and email to foster relationships with potential authors.

Editorial Internship | Stonehill College | Easton, MA

January 2022-May 2022

- Collaborated with the Editor of *Stonehill Alumni Magazine* to develop compelling story ideas, conduct thorough research, and interview community members for publication, ensuring content aligned with the magazine's standards.
- Edited and refined articles with attention to grammar, punctuation, flow, and organization while contributing to content that upheld the nostalgic and respected Stonehill brand for its alumni audience.

Advancement Nonprofit Internship | Stonehill College | Easton, MA

January 2022-May 2022

- Completed diverse writing projects such as grant proposals, impact reports, and corporate partnership requests, while providing proofreading support for senior staff.
- Conducted research, drafted, and refined content for fundraising events, demonstrating the ability to synthesize information from multiple sources into clear, concise documents tailored to target audiences.

Center for Writing and Academic Achievement Writing Tutor | Stonehill College | Easton, MA

October 2020-May 2022

- Provide academic writing support to peers at Stonehill College, helping them improve their skills and build confidence across a range of subjects and course levels.
- Manage administrative duties including scheduling, email correspondence, and supervising fellow tutors, while demonstrating expertise in diverse writing styles and academic disciplines.

VOLUNTEER EXPERIENCE

Horizons for Homeless Children | Stonehill College

September 2018-May 2022

- Visit homeless shelters once a week, contribute to the development of homeless children by engaging with them, encourage younger children to handle conflicts with communication and understanding, and assist with homework

SKILLS

Communication & Editorial Skills: Content Management Systems, Cross-functional Collaboration, Client Relationship Management, Feedback Delivery, Written Communication, Editorial Review, SEO Optimization, Brand Messaging

Technical Proficiencies: Microsoft Office Suite (PowerPoint, Excel, Word), Social Media Management, Adobe InCopy, Adobe InDesign, Canva, SharePoint, APA/Chicago/MLA Citation Styles, ClickUp, SEO Tools, SmartSheet