

# LISA MILDON

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## FOCUS: CREATE CLEAN, ERROR-FREE DOCUMENTS AND COMMUNICATE WITH WRITERS CLEARLY AND PRECISELY TO ASSIST IN DAILY WORKFLOW AND ENSURE ADVANCED UNDERSTANDING

Adept skills in creating and editing appropriate technical documentation for both the technician and layperson. Experienced in editing different forms of academic and creative writing. A natural ability to research and educate self of unfamiliar topics. Multitasks in a fast-paced environment with rapid turnaround on deadlines.

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## QUALIFICATIONS

**BACHELOR OF ARTS (Creative Writing and English)** GPA: 3.95 *Southern New Hampshire University* May 2018 – Summa Cum Laude

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## KEY CREDENTIALS

- Video Collaboration: Zoom, Blue Jeans, GoToMeeting, Skype, Hangouts, FCC, RealPresence
- Microsoft Office
- Online Collaboration: Slack, Band
- Adobe Creative Suite
- WordPress
- Scrivener
- Adobe CMS
- Press Releases/Business Writing
- Writing/Copy Editing
- MLA/APA Citation
- Social Media/Marketing
- SEO, HTML, and CSS

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## EXPERIENCE SUMMARY

- Content Contributor**, Positively Balanced, LLC, Tulsa, OK 2020
- Create articles on topics important to women such as mental and physical health, finances, occupational information, and intellectual positivity.
  - Design images for articles for both illustrative and artistic purposes.
- Freelance Editor**, Dotdash, New York, New York 2018-Present
- Research, update, and edit articles to current standards, technologies, and applications.
  - Develop images and graphics for illustrative purposes using Photoshop and other graphical tools.
- Freelance Technology Writer**, Lifewire, New York, New York 2018-2020
- Create informative articles and instructional posts on technology topics including software, computer hardware, and other technologies
  - Develop images and graphics for illustrative purposes using Photoshop and other graphical tools.
- Assistant Editor and Content Writer**, Coffee House Writers, New York, NY 2017-Present
- Quickly progressed from contributor to editing position based on effectiveness and proficiency.
  - Managed a team of 11 assistant editors and writers on three different platforms.
  - Edits on articles are performed under tight deadlines, with top-line goal of under an hour turnaround time.
- Web Content Writer**, Limitless Walls, King, NC 2018-2019
- Create appealing and informative articles, blogs, and instructional posts with focus on growing brand awareness and SEO.
  - Research quality instructions and best practices to expand customer's knowledge and ensure optimal outcomes.
- News Writer Intern**, Geekisphere, New York, New York 2018
- Report breaking news on television, movies, comics, books, and video games.
  - Review new television programs, movies, comics, books, video games, or other technology.
  - Utilize SEO and social media for marketing stories and traffic driving.
- Contributing Editor**, Odyssey, New York, NY 2017
- Managed and edited a team of 12 assistant editors and writers on the Odyssey platform.
  - Marketed and promoted stories on multiple social media platforms.

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## PROFESSIONAL AFFILIATIONS

**Member**, The National Society of Leadership and Success, Sigma Tau Delta 2016- Present