

LISA MILDON

Adept skills in creating and editing clean, error-free copy across diverse subjects for audiences ranging from the consumer to the IT professional. A natural ability to research, organize, and educate on unfamiliar subject matter. Highly proficient in team communication, collaborating effectively with writers to streamline workflow, maintain adherence to style guides, and ensure understanding of complex subjects.

QUALIFICATIONS

BACHELOR OF ARTS (Creative Writing and English) GPA: 3.95

Southern New Hampshire University

May 2018 - Summa Cum Laude

KEY SKILLS

- Office Suites: Microsoft, Google
 - SEO
 - CMS: WordPress, Greenhouse
 - Adobe Creative Suite
 - MLA/APA
 - SemRush, Ahrefs, Keysearch
 - ChatGPT, CoPilot, Gemini
 - Trello, AirTable
 - HTML and CSS
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EXPERIENCE SUMMARY

- CEO & Editor**, Coffee House Writers, Remote, North Carolina 2022-Present
- Manage a team of 40+ writers and editors.
 - Create, coordinate, and post social media marketing for the company.
 - Select, interview, and hire new writers and editors.
 - Edit fiction, non-fiction, and poetry posts.
 - Teach writers and editors on storytelling skills, grammar, and other aspects of improving overall writing.
 - Teach writers aspects of SEO, using tags and keywords for more effective story discovery on the web.
 - Build, maintain, and troubleshoot the WordPress website, including plugins.
- Content Updates & News Editor**, Lifewire, Remote, New York 2024
- Update articles to fit blueprint guidelines.
 - Write new copy or update copy to replace outdated material.
 - Create or edit annotated images for illustrative purposes.
 - Fact check information presented in articles and correct any outdated or incorrect information.
 - Write news and commerce articles about technology products.
- Features Editor**, Static Media, Remote, New York 2023-2024
- Edited (and wrote, as needed) articles for features and news.
 - Assisted in managing the Trello board for Mashed Features.
 - Approved article pitches.
 - Provided instructions, guidance, and feedback for writers.
 - Provided feedback to the script team, when necessary, related to articles being converted into video.
 - Assisted with the training of future writers and editors.
 - Assessed writer test articles.
 - Collaborated with other team members to brainstorm new content.
 - Oversaw quality concerns for all editors and writers.
- Editorial Development Manager**, Static Media, Remote, New York 2022-2023
- Approved candidates recommended by the recruiting team.
 - Coordinated and administered writer trials, provided instructions, guidance, and feedback as needed.
 - Edited and evaluated trial pieces, focusing on accuracy, clarity, and the writer's ability to adhere to guidelines.
 - Made and communicated hiring decisions to candidates.
 - Oversaw candidates' onboarding once hired, ensured a smooth transition into their new role.
- Technology Review Board Member**, Lifewire, Remote, New York 2020-2022
- Analyze technology articles for accuracy of information, grammar, and clarity.
 - Made suggestions for updates to out-of-date articles.
- Freelance Editor**, Dotdash Meredith, Remote, New York 2018-2022

- Researched, updated, and edited articles to current standards, technologies, and applications.
 - Developed images and graphics for illustrative purposes using Photoshop and other graphical tools.
- Freelance Technology Writer**, Lifewire, Remote, New York 2018-2020
- Created informative articles and instructional posts on technology topics, including software, computer hardware, and other technologies, with SEO and marketing brand awareness.
 - Developed images and graphics for illustrative purposes using Photoshop and other graphical tools.
- Content Contributor**, Positively Balanced, LLC, Tulsa, OK 2020-2022
- Created articles on topics important to women, such as mental and physical health, finances, occupational information, and intellectual positivity.
 - Designed images for articles for both illustrative and artistic purposes.
- Tech & Business Analyst, Assistant Editor**, Coffee House Writers, Remote, NY 2017-2020
- 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 performed under tight deadlines, with top-line goal of under an hour turnaround time.
- Web Content Writer**, Limitless Walls, King, NC 2018-2019
- Created appealing and informative articles, blogs, and instructional posts focused on growing brand awareness and SEO.
 - Researched quality instructions and best practices to expand customers' knowledge and ensure optimal outcomes.
- Contributing Editor, Odyssey**, Remote, 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.

PROFESSIONAL AFFILIATIONS

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| Member , Southern New Hampshire University Liberal Arts Advisory Board | 2021-Present |
| Member , The National Society of Leadership and Success | 2016-Present |
| Member , Sigma Tau Delta | 2016-Present |