

REBECCA CARLYLE

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• Copywriter •

ABOUT ME

A versatile team player and a proactive individual with exceptional organizational skills and a passion for storytelling.





EDUCATION

2013 - 2015 • California State University
Long Beach
BA English, Creative Writing

SKILLS

Copywriting | Writing | Editing
SEO Copywriting | Proofreading
Content Creation | Storytelling
Project Management
Editorial Production
Social Media Management

APPLICATIONS

Canva 
Squarespace 
Hootsuite 
Word Press 
Google Suite 
Microsoft Suite 
Airtable 

EXPERIENCE

2020 to
current

Mythos

Assistant Editor

- Keeps project calendar on track for publication and printing
- Edits stories and makes sure all authors and artists are properly recognized
- Organizes and edits layout of magazine
- Creates marketing content for social media
- Contributes content to magazine

2020 to
current

Ink and Quill Publications

Editor and Literary Agent

- Lays out deadlines for projects to keep authors on track with goals
- Performs copy edits and development edits on manuscripts
- Creates social media content and calendar, ensuring everything stays on brand
- Works with graphic design to create cover art

2020 to
current

Centerfield

Copywriter

- Creates SEO-focused content for clients in various industries
- Performs extensive research on products, brands and industries in order to write content that is informative, follows brand guidelines, and presents the client as an expert