

Triana Rose Garrett

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(209) 769-4804

Content writer with 5+ years of experience creating content in many fields, including healthcare, education, travel, tech, and marketing.

WORK HISTORY

Ghostwriter (Remote) — *Pyramid Healthcare*

PITTSBURGH, PA | FEBRUARY 2022 – JANUARY 2024

- Wrote upwards of 70 pages per month on diverse health topics
- Scour countless scholarly articles, medical studies, and national reports to reinforce content and ensure factual accuracy
- Over 200 articles submitted without missing a deadline

Digital Content Manager (Remote) — *Race Cars for You*

SEBRING, FL | JUNE 2022 – DECEMBER 2023

- Create 42+ pieces of social media and website material weekly
- Instrumental in rebranding the company, tripled brand exposure
- Serve as key liaison for B2B and B2C communication and sales
- Provide direct marketing support to company ownership

Copy Editor (Remote) — *The Scrutineer*

KINGSTON, JAMAICA | JUNE 2020 – JANUARY 2021

- Commissioned to review, edit, and proofread client documents
- Demonstrated remarkable attention to detail and turnover rate
- Conceptualized with editing team to creatively optimize content

Lead Legal Proofreader — *Williams Lea Tag*

WHEELING, WV | AUGUST 2018 – JULY 2019

- Entrusted with reviewing multiple legal documents daily, up to 2000 pages, completing within critical, non-negotiable deadlines
- Assigned additional projects due to unparalleled speed and accuracy
- Regularly specified by lawyers to be lead due to precision and efficiency

Lead Copy Editor (Remote) — *Trip101*

CLARKE QUAY, SINGAPORE | APRIL 2018 – NOVEMBER 2018

- Conceived and drafted detailed content briefs for writing team
- Collaborated with editing team to publish 3-7 blog articles weekly
- Proofread articles for clarity, concision and conversational tone

Editor-In-Chief — *The Odyssey Online*

STUEBENVILLE, OH | SEPTEMBER 2016 – SEPTEMBER 2017

- Recruited, trained and led a medium-sized team of content writers
- Charged with reviewing and editing 10+ articles weekly
- Successfully met all publishing deadlines

TOP SKILLS

Extraordinary work ethic
Clear, captivating copywriting
Proficient in SEO knowledge
Adobe Suite, Microsoft Office
Meticulous attention to detail
Excels at meeting deadlines
Ardent dedication to quality

EDUCATION

Franciscan University (FUS)
Steubenville, OH | grad. 2018
— B.A. | English Writing