

# LINDSAY HARLOW

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<https://lindsayharlow.journoportfolio.com/#/>

Aylett, VA



## SUMMARY

Dynamic and versatile writer with a strong background in creating compelling and engaging content across various formats. Exceptional research skills and the ability to adapt writing style to target different audiences. Proven track record of meeting tight deadlines while delivering high-quality, original content. Excellent communication and collaboration skills.

## EDUCATION

### Liberty University

Master of Arts in Professional Writing

- Final CGPA: 3.88
- National Honors Society
- GPA: 3.88
- Additional Coursework in Technical Writing, Editing, Proofreading, Grant Proposal Writing, Business Writing, and Copywriting
- Thesis: The Social Barriers Seen within the Character of Holden in *The Catcher in the Rye*

### Southern New Hampshire University

Bachelor of Arts in English Language and Literature

- Final CGPA: 3.97
- National Honors Society
- GPA: 3.98
- Additional Coursework in Technical Writing, Editing, Proofreading, Journalism, Creative Writing, Social Media Marketing, and Public Relations

## SKILLS

- Editing and Proofreading Mastery
- Microsoft Office Suite Mastery
- Time Management Expertise
- Research Skills
- Cross-Functional Collaboration
- Analytical Problem Solving
- Customer Care
- Expertise in AP Style
- Social Media Management
- Content Development

## PROFESSIONAL EXPERIENCE

### Editor

Liberty University | December 2023-July 2024

- Provided individualized writing support and feedback to students of varying skill levels.
- Conducted grammar and style workshops to improve students' writing proficiency.
- Edited and revised essays, research papers, and other written assignments for clarity and coherence.
- Collaborated with faculty members to develop writing strategies.
- Researched topics related to edited materials for improved accuracy.
- Managed multiple writing and editing assignments in a dynamic environment within stated timelines.

### Business Manager

Handy Andy | April 2017- December 2023

- Developed and executed a comprehensive budget plan, leading to a 15% reduction in operational costs.
- Implemented new sales strategies that resulted in a 20% increase in revenue within the first year.
- Established strong vendor relationships and negotiated favorable terms and discounts to improve profit margins.
- Conducted regular market research and analysis to identify opportunities for business growth and expansion.
- Maintained financial records, prepared budgets, and monitored expenditures.
- Conducted research on current industry trends to identify potential areas for improvement in business operations.
- Researched the competitive landscape in order to develop strategic plans that would provide a competitive advantage over competitors.