

Grace Zawadzki
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PROFESSIONAL SUMMARY:

Results-driven editorial professional with expertise in writing, content optimization, and digital publishing. Passionate about crafting impactful content that elevates mission-driven brands. Excels in fast-paced environments, managing deadlines, streamlining workflows, and driving engagement through high-quality, strategic content.

SKILLS & COMPETENCIES

- Content Management Systems (WordPress)
- SEO Optimization (Keyword Research)
- Copyediting & Proofreading (AP Style, Chicago Manual)
- Digital Publishing & Content Formatting
- Editorial Workflow & Deadline Management
- Research & Interviewing
- Compliance & Brand Voice Consistency
- Short & Long Form Digital Media

PROFESSIONAL EXPERIENCE

Owner | The Polished Estate

August 2024 – Present

- Lead business operations, marketing, and content strategy to drive client engagement.
- Cultivate strong client relationships through personalized communication and service excellence.
- Manage and mentor a high-performing team, ensuring brand integrity and customer satisfaction.
- Develop and execute innovative content and outreach strategies to enhance visibility and growth.

Senior Editorial Contributor | N2 Publishing / Stroll Magazine

July 2015 – March 2019

- Wrote and edited feature articles on diverse topics
- Conducted in-depth research and interviews to produce high-quality, fact-based content.
- Maintained tight editorial deadlines while adhering to brand voice and AP Style guidelines.
- Assisted in content formatting and final proofreading for print copy.

Social Media Recruiting Assistant | Vector Marketing

May 2020 – December 2021

- Managed brand presence across social media platforms to enhance recruitment efficiency.
- Analyzed industry trends and optimized content strategy for engagement and visibility.
- Organized and maintained all recruiting data in Excel, ensuring accurate record-keeping and streamlined information management

EDUCATION

Texas Christian University

Fort Worth, TX | August 2020 – December 2024

- B.A. in Journalism & Spanish
- TCU Baseball Equipment & Analytics Manager
- Member of Sigma Kappa Sorority

St. Mark's School

Southborough, MA | September 2017 – May 2020

- Earned Global Diploma for excellence in anthropological research.
- Secured multiple study-abroad grants for research in Chile and Spain.
- Recipient of the prestigious Class of '68 Grant for an innovative research project.