

Chelsia Ortiz

Chelsiaortiz@gmail.com

413-234-1523

Springfield, MA

Summary

Experienced, adaptable, professional writer and assistant who enjoys keeping clients happy.

Education

Criminal Justice with a focus on Human Services

Colorado Technical University • Springfield, MA

08/2015

Graduated Summa Cum Laude

Skills

Communication skills, Documentation review, Master Organizer, Skilled Copywriter, sales driven, SEO, CMS (Content Management System), Creative Writer, Content Creation

Experience

Personal Assistant and Writer

Amanda S. • Remote

02/2024 - Present

I help Amanda keep her blog running smoothly by editing and writing for her, keeping track of her inbox, and helping her with SEO. This is very part-time, so I have plenty of flexibility and availability.

Freelance Writer

Self-Employed • Remote

08/2015 - Present

I have been writing and editing for clients for over a decade.

Copywriter

OnRamp Media • Remote

08/2018 - 05/2023

I created copy by researching products for articles and then choosing keywords and implementing them following SEO best practices. I would drive sales and keep traffic flowing.