

WORK EXPERIENCE

Freelance Writer

Lines and Phrases LLC, May 2018–Present

- Create compelling content to deliver branding strategy goals.
- Manage and facilitate content strategy and creation to expand client's online presence.
- Write (from concept to completion) clear copy to meet client quality standards.
- Monitor daily website operations and performed regular assessments of factors such as site traffic, SEO strategies and website content.

Academic Coach

College Track, August 2017–April 2018

- Oversaw the success of a cohort of twenty-five students via academic tutoring, programming support, and data analysis to properly navigate cohort to improve testing, grades and overall critical thinking.
- Completed administrative tasks including maintaining the center, monitoring technology, taking attendance, chaperoning field trips, entering data.

Content Coordinator

Best Version Media, May 2016–Present

- Research and organize content provided by local, small businesses for magazine.
- Oversee the layout, visual look, and overall content before magazine goes to print.
- Develop, write and edit articles to ensure quality control.

Freelance Copywriter

Wendy Villalobos LLC, August 2013–May 2016

- Developed copy for multiple industries such as dental, health and fitness, therapy, lifestyle and home goods/textiles.
- Managed and facilitate content strategy and creation across platforms to expand client's online presence.
- Collaborated with marketing and sales team members to develop successful social media and email marketing campaigns.

EDUCATION

University of Denver

Master of Arts in Creative Writing, 2012–2015

Colorado Mesa University

Bachelor of Arts in English, 2006–2010



WENDY VILLALOBOS

HELLO!

I'm a dedicated and versatile writer, marketer and educational leader with a keen sense for building stories and interpersonal relations. My experience spans over 5 years, incorporating unique roles which assist in delivering quality work.

SKILLS

- Content Management
- Copywriting
- Non-profit Work
- Digital Marketing
- Microsoft Suite
- Social Media
- Wordpress
- Educational Leadership
- Proficient in MS Office

LET'S GET IN TOUCH!

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