
Lindsey Flagg

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SKILLS

Content Writing | Copywriting | Proofreading | Copy Editing | Remote Collaboration Tools | Content Management Systems | Project Management Tools | Microsoft Office | Google Suite | iWork | SEO | Digital Marketing | AI Writing Tools

EXPERIENCE

Self-Employed - *Content Specialist (Remote)*

2018-Present

I help clients with a variety of writing projects, including web copywriting, proofreading, keyword and topic research, and publishing within WordPress and similar CMS. I aided one client in increasing two-month website traffic by over 200%.

NUVEW Web Solutions - *Social Media Manager (Hybrid Remote)*

2015-2018

I managed social media accounts and posts for 75+ clients. I wrote copy and procured images for various social media posts and proofread 50+ client websites prior to site launch.

Purdue University Northwest - *WordPress Editor*

2015-2016

I edited existing website pages for a university department and created new copy where needed. I also edited and uploaded photos, including alternative text and other WCAG elements as needed.

EDUCATION

Purdue University- *B.A. in General Communication (3.96/4.0 GPA)*

I minored in Media & Culture and graduated With Highest Honors from the Honors College.

CERTIFICATIONS

Copywriting, Digital PR, Project Management, Technical Writing, SEO