

## Contact

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## Top Skills

Microsoft Office

Microsoft PowerPoint

Social Media

## Languages

Spanish (Elementary)

English (Native or Bilingual)

## Honors-Awards

Dean's List (2016 - 2019)

# Trever McKenzie

Writer and copyeditor seeking full-time employment  
Cincinnati, Ohio

## Summary

Copywriter, copyeditor, and proofreader with over 4 years of experience. Writing specializations include creative writing, content writing, SEO copywriting, web copywriting, email copywriting, marketing copywriting, and journalism. Editing/proofreading specializations include journalism editing, marketing copy editing, manuscript editing, social media copy editing, web copy editing, email copy editing, and marketing copy editing.

Skills include attention to detail, commitment to work, dedication, company loyalty, prioritization, fast turnover, customer service, and collaboration. Familiar with multiple writing formats - MLA, AP, APA, Chicago Manual Style - and able to follow a style guide. Excellent with Microsoft Office Suite (Microsoft Word, Microsoft PowerPoint, Microsoft Excel), Facebook, Twitter, Basecamp, Slack, and Discord.

Creative writing focuses include interactive fiction and LGBTQ+ characterization.

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## Experience

### Lobster Marketing Group

Freelance Writer

September 2019 - Present

Ellsworth, Maine

REMOTE, PART-TIME - does not interfere with ability to work other jobs

- Provides SEO web content deliverables, including blog posts and location pages, for pest control company clients.
- Communicates with managing editor via Basecamp.
- Adheres to content style guidelines and incorporates SEO keywords into copy to provide high search rankings in geo-targeted areas.

### The Author Incubator - Write a Book that Makes a Difference

Proofreader

July 2019 - Present

## Washington D.C. Metro Area

REMOTE, PART-TIME - does not interfere with ability to work other jobs

- Proofreads and line edits non-fiction self-help manuscripts for grammar issues, passive voice, incorrect tense, spelling errors, and other errors in accordance with Chicago Manual and in-house styles.
- Communicates with managing editors through Basecamp, uploading completed manuscripts and invoice requests for payment, and asking for assistance about style and edit requirements.
- Job is part-time and does not interfere with ability to work full-time jobs.

## Xavier University

Online Editor

August 2017 - May 2019 (1 year 10 months)

Cincinnati Area, KY

- Formatted print articles for online consumption in accordance with AP and in-house styles on a weekly basis using WordPress
- Utilized website creation tools to produce appealing, interesting website design
- Collaborated with Page Editors to ensure all necessary materials were provided prior to weekly upload.
- Trained incoming Online Editor on proper upload and site maintenance procedures
- Tracked usage statistics using WordPress' traffic statistics features

## Xavier University

Copy Editor

August 2016 - May 2019 (2 years 10 months)

Cincinnati Area, KY

- Proofread and edited journalism articles in a variety of subjects, including Campus News, U.S. & World News, Opinions & Editorials, Sports, Arts & Entertainment, and Features.
- Adjusted article formatting in accordance with AP and in-house styles
- Fact-checked and researched article claims to ensure total accuracy

## Xavier University

Staff Writer

August 2016 - May 2019 (2 years 10 months)

Cincinnati Area, KY

- Wrote copy for journalism articles with a focus on Campus News, World News, Opinions & Editorials, Arts & Entertainment, and Features

- Researched topics, events, and subjects using internet tools to ensure accurate, factual reporting.
- Collaborated with Page Editors, Managing Editor, and Editor-in-Chief to determine focus of stories

### The Book Bundler

#### Customer Service/Social Media Manager

August 2018 - April 2019 (9 months)

Richmond, Virginia Area

- Pioneered a pivotal book replacement policy currently utilized by company.
- Updated and managed company Facebook page.
- Provided daily service through Facebook and email to hundreds of customers via messages and comments.
- Adapted replacement policy guidelines to customer, employee, and supervisor feedback on a frequent basis.
- Utilized Shopify to manage products, orders, and customers to assist customers in resolving issues.
- Reviewed and managed comments, visitor posts, and reviews on a Facebook page of over 70,000 customers.

### The Book Bundler

#### Copywriter

June 2018 - April 2019 (11 months)

Richmond, Virginia Area

- Created copy for company's website, including landing, FAQ, and contact pages
- Developed, wrote, and edited product descriptions for bulk book products.
- Assisted in writing posts for social media on Facebook and Twitter.
- Maintained quality spelling and grammar accuracy according to in-house style.
- Created and edited customer-facing messages for use through Facebook Messenger's Saved Replies feature.
- Established copy for company's Facebook page, including description, company history, Messenger greetings and template questions, and automated messages.

### Xavier University

#### Welcome Desk Agent

August 2017 - September 2018 (1 year 2 months)

Cincinnati Area, KY

- Greeted and assisted diverse patrons of the university's student center.
- Fielded incoming calls and transferred caller's to relevant departments for assistance using internet searches and personal experience to determine relevant department.
- Managed the checking out and checking in of various electronics, sporting equipment, recreational activities, and other materials.
- Assisted in the setup for events within the building.
- Provided directions to other buildings on campus.
- Managed a lost and found log and items.

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## Education

### Xavier University

Bachelor of Arts - BA, Theatre/Theater, Communications · (2015 - 2019)

### Western Brown High School

General Education, N/A · (2012 - 2015)