

SKILLS AND ABILITIES

- Creative writing
 - Content writing
 - Copywriting
- Proofreading
 - Copy editing
 - Editing
- Adobe Creative Suite
 - Microsoft Office
 - WordPress
- Social media marketing
 - Researching
 - Marketing

PROFESSIONAL EXPERIENCE

- Journalism—Writing, editing, and research:

6 years
- Write high-quality, original news stories, press releases, long- and short-form features, SEO-based web copy, social media copy for marketing, and other content for various professional publications.
 - Review, edit, and proofread content for grammatical, spelling, punctuation, and consistency errors. Fact-check all claims and trace original sources. Well-versed in AP Style guidelines. Dedicated to quality.
 - Excellent written and interpersonal communication skills. Interview subjects and obtain quality quotes.
 - Meticulously detail-oriented. Take extensive notes and conduct thorough research on a variety of topics.
- Marketing and communications:

2 years
- Produced original visual content as needed to supplement written work (photo, video, graphics). Edited and designed content using Adobe Creative Suite (Photoshop, Lightroom, Illustrator, InDesign).
 - Created, managed, and executed email and social media marketing campaigns. Maintained websites. Streamlined organizational processes by designing new content and data management methods.

WORK HISTORY

Content Writer/Editor, Freelance (Portland, OR/San Diego, CA)	2014–Present
Administrative Coordinator, Steven Engineering (Portland, OR)	2017–Present
Multimedia Marketing Director, Portland Kettle Works (Portland, OR)	2016
Content Writer, Upsource (Vancouver, WA)	2015
Staff Writer, The Daily Aztec (San Diego, CA)	2012–2014

VOLUNTEER WORK

Portland Guadalajara Sister City Association (Portland, OR): Marketing and social media	2015–2017
Air Group One—CAF San Diego (San Diego, CA): Social media and volunteer work	2014–2016

EDUCATION

Bachelor of Arts—Journalism (Minor: Sociology) | San Diego State University, San Diego, CA

Associate of Science—Culinary Arts | Grossmont College, San Diego, CA