

Sophia Medhat,

Discovery Channel scripts, NAV CANADA aviation manuals, Bentall Kennedy capital executive summaries, science and technology web content — these pieces were written for unlike audiences with differing expectations. I enjoy the process of enhancing customer satisfaction by crafting my writing and design to best please user experience.

I have been actively seeking a career opportunity that would allow me to craft content on varied and dynamic topics tailored to brand marketing. This is why I am interested in applying for Shopify's content strategist (brand marketing) position.

I am a journalism graduate from Ryerson University. I studied how to write for various audiences and how to deliver content on multiple media platforms. I see the importance in understanding and relating to various publics and studied psychology, sociology and public relations to enhance my content writing skills. I was also one of the few who actually enjoyed grammar classes and likewise excelled in editing.

One of my proudest attributes developed in the journalism program was the ability to craft quality content under the pressure of strict deadlines. I built websites using WordPress and am currently learning HTML/CSS (please visit my website [www.ashleycochrane.ca](http://www.ashleycochrane.ca).) My academic success led to an internship with Discovery Channel's nightly broadcast, Daily Planet.

At Daily Planet I worked with producers to research show topics, which ranged from complex medical studies to intricate new technology. My responsibility was to summarize each topic in a way that would both intrigue and teach a young audience. I wrote scripts for hosts Ziya Tong and Dan Riskin and produced online web summaries of the nightly episodes. I was also in charge of producing a segment of the show, Weird Planet, which showcased wacky and fun ideas and inventions. This involved interviewing people from around the world, understanding their product and broadcasting it in a way that satisfied them, Daily Planet, and the audience. The work was a timely production with daily deadlines.

Over the past two summers I also worked for NAV CANADA and helped write sections of aviation manuals. I was involved with simplifying and summarizing Performance Based Navigation (PBN) information to be added to the Aviation Information Manual (AIM.) I like the challenge of transcribing difficult and abstract ideas into easily understood concepts.

I currently work for Bentall Kennedy as an administrative assistant in charge of accounts payable for the World Exchange Plaza. I keep track of all building costs and assist the general manager and vice president of leasing with tenant and company related tasks. This includes understanding and responding to varying tenant needs while also creating and keeping healthy relationships with each tenant. I am in charge of our safety alert system, writing tenant bulletins, creating posters, editing documents and planning tenant functions. I helped revamp our new website and was recently assigned to manage its content.

I believe my academic background and job experience has given me the skillset to work with content meant for differing merchants with varying needs. I would embrace the experience with passion and energy.

I look forward to the opportunity to meet with you.

Thank you for your time.

Sincerely,  
Ashley Cochrane