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# AIDA AGAYEVA

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## PROFESSIONAL SUMMARY

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Diligent and passionate recent graduate with creative writing and editing skills. Expert in technical aspects of grammar, message conceptualization, and delivery. Seeking to engage target audiences and dramatically increase readership through a position where I could leverage my writing experience and work ethic. A fast learner, with a proven track record to deliver quality documentation and written pieces on time in a fast paced environment. Have written for various online and print medias for 3+ years now and honed writing in a variety of styles for numerous target audiences. Offering a solid background in hopes of finding a position to produce/edit written material soon.

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## SKILLS

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- Microsoft Office Suite
- Basic HTML/CSS
- SEO
- Wordpress
- Creative Writing
- Editing
- Technical Writing
- Content Writing
- Resource Management
- High Organization & Efficiency
- Social Media
- Fluent in Russian/English

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## WORK HISTORY

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**Article Writer**, 07/2018 to 01/2019

**College Magazine**

- Writer for College Magazine, a guide to college serving over 925,000 students/month. Written by 50 student journalists from various campuses. Featured on Conan and received coverage from Yale Daily News, Washington Post, NYMag, and Washingtonian.
- Researched various related topics for the publication and worked closely with the senior editor to ensure that articles were relevant and successful.
- Consistently met weekly deadlines and delivered creative writing pieces.

**Technical Writer**, 06/2018 to 10/2018

**SRT Consulting Firm** – San Francisco, CA

- Converted technical lengthy reports into clear, concise and easy to understand articles in a timely and efficient manner.
- Effectively explained complex water systems and produced journal articles for future engineering magazine publications.
- Wrote with clarity, precision, and served as a creative voice in a technically inclined environment.

**Intern**, 03/2018 to 07/2018

**University Of California** – Berkeley, CA

- Presented excellent leadership skills while interning on the English Undergraduate Association Board at UC Berkeley
- Helped with hosting activities, assisted students and the EUA staff, and performed administrative duties

**Teacher's Aide**, 08/2017 to 01/2018

**Burton Valley Elementary School** – Lafayette, CA

- Assisted the head teacher in the instruction of fourth grade students.
- Taught youth to think critically, grow, communicate, and work efficiently while offering guidance and advice.
- Commended by teacher for whom I assisted, as well as the rest of faculty, for attentiveness and dedication.

**Content Writer**, 07/2017 to 10/2017

**Stealth E-Commerce Start Up** – Concord, CA

- Wrote and designed web content for vendor and consumer interfaces, helping onboard new customers and users for when the website launches.
- Researched content writing strategies, techniques, and brushed up on knowledge of SEO to emphasize clarity and boost search engine optimization.

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## EDUCATION

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**Bachelor of Arts: English**

**University of California, Berkeley** - Berkeley, CA

- Coursework includes Education, Childcare Policies

**Associate of Arts And Sciences: Liberal Arts/Humanities**, 2017

**Los Medanos College** - Pittsburg, CA

- Publication of Writing in "The Optimist" - Literary Magazine for Contra Costa County
- Coursework in Advanced Composition & Critical Thinking, Education in a Global World, Survey of World Literature