

Aida Agayeva

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EDUCATION

UNIVERSITY OF CALIFORNIA, BERKELEY

Bachelor of Arts (B.A.), English

Coursework includes: The Art of Making Meaning: Educational Perspectives on Literacy, Education in a Global World, Language/Literature of Films

Activities: Reading Partners Volunteer

Berkeley, CA

May 2019

LOS MEDANOS COLLEGE, PITTSBURG

Associate in Arts (A.A.), Liberal Arts: Arts & Humanities

Coursework includes: Advanced Composition & Critical Thinking, Survey of World Literature

Pittsburg, CA

August 2017

PROFESSIONAL EXPERIENCE

METIS CONSTRUCTION

Content Writer

(Remote)

May 2019 - Present

- Wrote targeted, clear marketing copy text to promote Metis Construction and their services
- Written work featured in promotional videos and website
- Edited content contributions from staff to ensure accuracy and brand-consistent tonality. Created and managed editorial publishing calendar

THEBEET.COM

Content Writer

(Remote)

October 2019 - Present

- Responsible for pitching and writing daily news in regards to veganism and having a plant-based diet
- Collaborated with Managing Editor to create captivating articles for the site
- Fact checked and researched all content for articles in a fast-paced environment

COLLEGE MAGAZINE

Content Writer

Berkeley, CA

Aug 2018 – Jan 2019

- Authored unique lifestyle articles for College Magazine, a guide to college serving over 925,000 students/month. 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
- Prepared works in appropriate format for publication while consistently meeting weekly deadlines

SRT CONSULTING FIRM

Technical Writer

San Francisco, CA

July 2018- Dec 2018

- Converted technical lengthy reports into clear, concise, and easy to understand articles in a timely and efficient manner
- Organized materials and completed writing assignments according to set standards regarding order, clarity, style, and terminology
- Effectively explained complex water systems and produced journal articles for future engineering magazine publications
- Wrote with precision and served as a creative voice in a technically inclined environment

LEADERSHIP/ADDITIONAL EXPERIENCE

ENGLISH UNDERGRAD BOARD, UC BERKELEY

Intern

Berkeley, CA

Summer 2018

- Presented excellent leadership skills and assisted other English Undergraduate Association Board members with any administrative tasks or errands
- Helped with hosting activities, writing emails, and assisting students with any questions

SKILLS

- Fluent in Russian and English
- High Organization, Efficiency, & Resource Management
- Excellent Multi-tasker & Detail Oriented
- Strong Interpersonal Skills
- Experience with Content Management Systems
- Basic HTML/CSS
- SEO & Social Media
- Editing Experience