


ARIANNA KELLEY-LOMAX

PROFESSIONAL SUMMARY

Multidisciplinary professional specializing in writing, editing, and communication. Experienced in broadcast journalism, content development, and proofreading with a strong foundation in administrative coordination. Skilled at transforming ideas into clear, engaging messages for diverse audiences.

 (562) 772-6838

 akelleyl@kent.edu

 LinkedIn | Portfolio

EDUCATION

Kent State University — Bachelor of Arts in Communication Studies
Graduated: May 2021 | Kent, OH

CORE COMPETENCIES & SKILLS

- Writing & Editing: News scripts, proposals, briefs, business communication, creative copy
- Communication: Broadcast journalism, interviewing, presentation, collaboration
- Tools: Adobe Creative Cloud, Microsoft 365, Google Workspace, Oracle
- Additional: Proofreading (AP/Chicago Style/MLA/APA), content organization, workflow management

PROFESSIONAL EXPERIENCE

Outlier — Freelance AI Writing Consultant
Jan 2023 – Present | Remote

- Edited and proofread scripts, proposals, and academic papers for clients.
- Collaborated with writers to refine story structure, tone, and formatting.
- Delivered polished, publication-ready materials under tight deadlines.

Black Squirrel Radio — Radio Co-Host & Creative Director
October 2015 – Dec 2019 | Kent, OH

- Researched, wrote, and delivered AP-style news scripts under live broadcast deadlines.
- Planned and produced weekly segments, coordinating with co-hosts and guests.
- Edited audio segments for clarity, tone, and timing.

Amazon — Area Manager
May 2021 – Dec 2022 | Fontana, CA

- Led shift operations and coordinated cross-functional teams.
- Authored clear documentation and daily reports to support workflows.
- Trained staff on communication standards and performance expectations.

