

# Candace Brown

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A Senior Copy Editor with 10+ years of professional experience, specializing in copywriting, editing, quality assurance, proofreading, and SEO techniques. A strong history of leading teams of writers and editors to create and optimize web pages for enterprise clients. Adept at identifying process improvement opportunities to enhance the quality of deliverables.

## Key Skills

- Copywriting
- Proofreading
- **Team management**
- **Search engine optimization (SEO)**
- Copy editing
- Cross-functional collaboration

## Professional Experience

### Senior Copy Editor

*Portland Web Page Creators Inc., Portland, OR | September 2015 - Present*

- ◆ Manage the writing, editing, and publishing of 100+ web pages for enterprise clients across various market verticals and industries, including banks and major retailers
- ◆ Evaluate drafts from the creative team, analyze content specifications, identify opportunities to drive SEO, and provided constructive feedback
- ◆ Oversee a team of editors, writers, and marketing specialists and coordinate cross-functionally with graphic designers and web developers
- ◆ Perform quality assurance reviews for all web pages prior to publication, identify grammatical errors, and ensure alignment with project requirements
- ◆ Track and coordinate project progress and publications using Asana

### Proofreader Editor

*Web Designers Corp., Portland, OR | September 2012 - September 2015*

- ◆ Proofread and edited 50+ web pages for a web development company, analyzed copy, corrected grammar and punctuation mistakes, and provided recommendations to writers to improve content quality and meet business needs

## Education

### Bachelor of Arts in English

University of Portland, Portland, OR September 2008 - May 2012