

Professional Experience

Marketing Proofreader Editor

Brand Solutions he., New York, NY | June 2019 - Present

- Write, edit, and proofread marketing copy and materials to support social media campaigns on Facebook and **LinkedIn**, refine content, and ensure consistency of brand voice across all articles and social media channels
- Collaborate with creative teams to evaluate copy, conduct quality assurance reviews, and discuss ideas to enhance brand messaging for clients
- Review drafts from marketing copywriters, resolve grammar and punctuation errors, and provide recommendations to improve marketing copy
- Utilize WordPress and Hootsuite to format and prepare content for final publication

Freelance Proofreader Editor

Self-Employed, New York, NY | May 2018 - June 2019

- Edited, proofread, and wrote copy for small business clients in the greater New York area, which included thought leadership articles, marketing pieces, and web pages
- Conducted research on a variety of topics to create compelling content and conducted editing to refine copy in alignment with clients' business specifications

Education

Bachelor of Arts in English

Columbia University, New York, NY | September 2014 - May 2018

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A Proofreader **and** Copy Editor **with** three years of experience, specializing **in** copywriting, proofreading, brand messaging, and content creation. A proven track record of coordinating with creative teams to create social media and marketing copy. Adept at identifying strategies to enhance content and drive brand awareness.

Key Skills

- Copywriting
- Marketing writing
- Brand messaging
- Editing
- Word press
- ♦ Proofreading