**EXPERIENCE**

**The DDB Studio, Chicago, Illinois September 2017 – October 2017**

*Proofreader (Contract)*

* Supported the studio with proofreading and copyediting
* Reviewed galley proofs for production errors and advised staff for corrections
* Reviewed and copyedited ad copy for grammar, spelling and consistency
* Ensured keywords, page titles/descriptions, meta tags were aligned and accurate to fulfill digital strategy

**Milhouse Engineering & Construction, Chicago, Illinois June 2016 – April 2017**

*Content Writer*

* Supported the Director of Marketing in executing activities to raise awareness of firm to community
* Supervised junior staff
* Wrote for internal and external marketing campaigns with in-house content specialists
* Planned, prepared and reviewed award submissions that the firm won
* Developed original, innovative editorial content for intranet and social media updates
* Gathered, edited, and reviewed content for internal newsletter highlighting firm news, initiatives, achievements
* Wrote feature articles, biographies and recaps of web content for newsletter to reinforce brand internally
* Wrote short items for internal campaigns, including Human Resources initiatives
* Wrote posts highlighting internal achievements, including those of individual employees
* Wrote and edited video content highlighting internal and external achievements
* Wrote and reviewed press releases
* Created movies in Facebook
* Created movies using Vimeo
* Monitored social media sites and responded to inquiries

**Lochner, Chicago, Illinois September 2014 – April 2016***Marketing Coordinator*

* Executed press activities to raise awareness of firm for company audiences
* Wrote and posted intranet content to showcase staff achievements
* Wrote and edited corporate policies and procedures via Human Resources
* Reviewed and copyedited Web content and various other content on SharePoint, the company’s intranet
* Wrote and developed communications materials as needed, including press releases, resumes and biographies
* Teamed with Subject Matter Experts to write articles
* Maintained a media list which I uploaded and stored on SharePoint
* Managed vendor relationship with longstanding printer
* Managed vendor relationship with longstanding supplier of regulation construction products

**Aramark, Chicago, Illinois March 2014 – July 2014**

*Writer/Copyeditor (Contract)*

* Copyedited RFPs, RFIs and RFQs for this project using InDesign, MS Word and PowerPoint

**Pearson Education, Chicago, Illinois March 2013 – July 2013**

*Editorial Assistant (Contract)*

* Reviewed page proofs of textbooks using Figure One application and images, such as Shutterstock
* Rewrote captions for newly placed images
* Updated data with MS Excel tracking document on Google Docs

**Jacobs & Clevenger, Chicago, Illinois 2012**

*Proofreader (Contract)*

* Proofread and marked up direct marketing collateral including text, charts and graphs
* Brainstormed with managers and other proofreaders about changes

**Hyde Park Herald, Chicago, Illinois April 2008 – February 2009**

*Staff Writer*

* Wrote and proofread news stories, profiles and features
* Coordinated interviews and developed relationships
* Worked collaboratively with editors, other writers, graphics professionals and photographers
* Ensured high level of editorial professionalism and detail

**The Marco Consulting Group, Chicago, Illinois** **April 2008 – February 2009**

*Executive Assistant*

* Supported Director of Research and group
* Prepared presentations using PowerPoint and Excel
* Assembled and reviewed electronic presentations
* Updated pages for client-specific meetings
* Filed proposals electronically and physically according to firm procedures

**Volunteer Experience**

**Berger Park Advisory Council, Chicago, Illinois June 2017 – current**

*Communications Manager*

The Berger Park Advisory Council supports arts and historical programming at the Berger Park Cultural Center.

* Lead publicity and communications efforts
* Maintain and increase the visibility of the park's activities within the Edgewater community
* Perform social media and email marketing (MailChimp)
* Write and contribute to flyers and other content
* Disseminate information to other organizations, including the alderman’s weekly newsletter
* Advise Advisory Council regarding communications methods and procedures
* Advise community members about park policies and procedures
* Monitor social media sites and respond to inquiries
* Report on Google analytics, Facebook and MailChimp open rate
* Participate in Park Advisory Council Conferences

**SKILLS**

Proficiency with PC, Macintosh, Windows, search engines

Proficiency with MSWord, Excel, Access, Outlook, PowerPoint, SharePoint 2013 and Office 365

Hands-on experience with Adobe Acrobat, InDesign, Photoshop, Illustrator, SharePoint, Salesforce, Deltek Vision CRM, WordPress, Facebook, Twitter, LinkedIn, MailChimp, YouTube, Google Docs, Google Drive, Google AdWords

**EDUCATION**

***The University of Illinois, Chicago, Illinois***

Bachelor of Arts in English Writing

**LANGUAGES STUDIED**

Spanish

German