

SUMMARY OF QUALIFICATIONS

- Current part-time web development student at University of Denver
- Proficient with web development technologies, including HTML, CSS, JavaScript, jQuery, Node.js, Express, Handlebars and MySQL
- Multimedia accomplishments include video, print and digital projects
- Proficient in SEO best practices
- Proficient with Microsoft Office, Adobe InDesign, Adobe InCopy, Adobe Dreamweaver, Adobe Acrobat, and Adobe Photoshop software
- Experience with Drupal, SharePoint and WordPress content management systems
- B.A. Technical Journalism, Colorado State University

RELEVANT EXPERIENCE

Digital Content Producer, New Hope Network (Boulder, Colo.)

Nov 2016-June 2018

- Created and managed all digital content for deliciousliving.com and its social media channels. This included creating and uploading images, articles, slideshows and infographics.
- Managed an influencer network through which Delicious Living and New Hope Network engages with influencers in the health and wellness lifestyle.
- Drafted, edited and deployed three e-newsletters per week.
- Assisted with brainstorming content ideas for both print and digital products.
- Identified SEO opportunities for deliciousliving.com and optimized content accordingly.
- Analyzed and presented website metrics in weekly content team meetings.
- Represented New Hope Network at bi-yearly expos.

SEO CONTENT ASSOCIATE, PaperStreet (Fort Lauderdale, Fla.)

August 2015–November 2015

- Assisted with on-page optimization as needed for SEO client websites.
- Drafted original and revised site architectures for new and existing clients.
- Consulted on content creation for SEO clients.
- Optimized content for client social media platforms, including YouTube, Facebook and LinkedIn.
- Analyzed client websites for content quality and to ensure website was meeting SEO best standards.
- Assisted with copywriting as needed, including writing title tags and meta descriptions.

WEB EDITOR, Emlen Media (Denver, Colo.)

June 2014–August 2015

- Produced and edited content for two online publications.
- Wrote and managed content for monthly newsletters.
- Contributed articles to print publications on a monthly basis.
- Assisted with edits for online and print publications as needed.
- Managed media kit production for two online publications.
- Responsible for social media management and engagement, including daily Twitter and Facebook updates.

CONTRACT DOCUMENT EDITOR/PROCESSOR, EKS&H LLLP (Denver, Colo.)

November 2013–June 2014

- Provided quality assurance for print and electronic client deliverables.
- Formatted, proofread, edited and finalized letters, proposals, tax returns and notices.

PROJECT EDITOR, American Animal Hospital Association (Lakewood, Colo.)

October 2012–June 2013

- Coordinated production for three periodicals, including a bi-monthly e-newsletter, a monthly trade publication and a bi-monthly scientific and medical journal.
- Responsibilities included assigning articles, tracking invoices, editing content and developing content strategies.
- Managed bi-monthly e-newsletter production and created its editorial calendar.
- Established production schedules for print and web projects and maintained workflow.
- Tracked web content performance through Google Analytics and made recommendations for enhancements.

- Wrote articles for monthly trade publication, *Trends Magazine*.
- Assisted with new book production for AAHA Press.

MANAGING EDITOR, Summit Business Media (Centennial, Colo.)

Benefits Selling magazine, *Boomer Market Advisor* magazine, *Bank Advisor* magazine, and benefitspro.com

March 2008–August 2012

- Managed content flow and ensured deadlines were met.
- Used metrics and followed SEO practices to drive online content strategy and enhance brand.
- Oversaw social media presence and outreach for benefitspro.com.
- Worked with marketing team on search-engine marketing and optimizing content.
- Responsible for quality assurance. Wrote, edited and proofread web and print content.
- Recruited and managed contributing writers and tracked invoices.
- Collaborated with art directors on editorial layout and style for magazines.
- Represented magazines and website at industry events and conferences.
- Managed production for daily and weekly e-newsletters.
- Edited and uploaded video files to the website using Final Cut Pro video-editing software and YouTube.

MANAGING EDITOR, American Trade Publishing (Broomfield, Colo.)

Broker/Associate magazine (Denver, Northern Colorado and Southern Colorado editions)

March 2007–February 2008

- Promoted from associate editor to managing editor within four months.
- Ensured all deadlines were met and products were delivered on time and on budget.
- Coordinated with freelancers, volunteer writers, industry experts and photographers to acquire articles and photos.
- Wrote monthly features and news articles for all three publications.
- Ensured the consistency of voice and editorial mission, as applied to each section of magazines.

ADDITIONAL EXPERIENCE

- **EDITORIAL INTERN**, August 2006–November 2006
 - *Skiing Magazine*, AOL-Time Warner, Boulder, Colorado
- **ENTERTAINMENT EDITOR**, May 2005–May 2006
 - *The Rocky Mountain Collegian*, Fort Collins, Colorado
- **REPORTER INTERN**, January 2005–July 2005
 - *Greeley Tribune*, Greeley, Colorado

EDUCATION

B.A. Technical Journalism, English Minor
Colorado State University, May 2006

HONORS/AWARDS

2010 Jesse H. Neal Award nominee: Best Single Article

REFERENCES

John Sullivan, Editor-In-Chief
401(k) *Specialist*
(720) 980-4675
jsullivan@401kspecialistmag.com

Rick Miller
Commercial Account Manager at Land Title
(Former Publisher, *Broker/Associate*)
(303) 478-7037
rick.miller@ctt.com

Amanda McGrory-Dixon,
Associate
Communications Strategy Group
(713) 408-7707
amandakmcgrory@gmail.com

Andy Stonehouse,
English Instructor, Front Range Community College
(720) 201-4684
rossandrewstonehouse@gmail.com