Jamison Meader

Writer/ Content Manager

Profile

Skilled multi-genre writer adept at crafting impactful technical documents that encourage user interaction and retention. Proficient in creating dynamic content such as white papers, process documentation, marketing communication, and analytical reports to inform and empower users. Committed to producing user-centric documentation that effectively promotes products and services while ensuring readability and engagement.

Relevant Experiences

Future Founders, Lead Content Writer/ Marketing Manager
August 2022 – Present

- **Content Creation and Enhancement:** Author, edit, proofread, and publish engaging and accessible copy tailored to diverse audiences, channels, and objectives
- **White Papers:** Conduct thorough research and interviews with subject matter experts to create complex, industry-specific writing, research summaries, and documentation
- **Process Documentation:** Author and maintain all internal training documentation for software tools like AirTable, Google Analytics, Gravity Forms, Notion, and WordPress
- **Technical Marketing Communications:** Curate, edit, and publish in-depth case studies, marketing landing pages, grants, informative articles, FAQs, social media copy, and marketing emails to drive customer acquisition and build brand awareness
- **Knowledge Base Writing:** Translate complex, domain-specific concepts into clear, understandable language for various audiences without sacrificing technical accuracy
- **Agile Project Management:** Employ Agile tools and methodologies such as Kanban boards and user stories to enhance project visibility, track tasks, and facilitate effective team collaboration
- **Website Content Management:** Establish brand identity through content, graphics, and website UX design. Responsible for the ongoing development and redesign of the Future Founders website with a specific focus on enhancing accessibility and modernizing UX
- **Strategic Annual Report:** Independently conceptualized, designed, and disseminated Future Founders' 2021-22 Annual Report, securing over $1M in grant funding from esteemed sponsors including Google, the Summer Oaks Fund, and the Coleman Family Foundation

Cambridge Proofreading LLC, Freelance Editor
May 2021 – Present

- **Time Management:** Demonstrated success in meeting project deadlines, working collaboratively with various stakeholders producing high-quality content
- **Copyediting and Proofreading:** Proven ability to write and edit copy for diverse domains (i.e., internal medicine, neuroscience, philosophy, etc.), ensuring accuracy, clarity, and consistency of messaging across all channels and formats

Secondary Education Institutions, English Teacher
May 2021 – Present

- **Proposal Writing:** Authored and presented research-based unit proposals, securing administrative alignment and resulting in the school-wide integration of innovative units into the curriculum
- **Writing Pedagogy:** Leveraged comprehensive understanding of writing pedagogy and reader response theory to design and implement effective instructional strategies to develop student writing skills and critical thinking

Brown University Writing Center, Lead Writing Consultant
August 2013 – May 2018

- **Comprehensive Writing Support:** Provided expert guidance throughout the writing process, offering assistance in brainstorming, outlining, drafting, revision, and editing across
- **Versatile Writing Consultation:** Leveraged writing expertise to support clients in crafting polished, cohesive materials spanning genres like biomedical engineering, software development, chemistry, healthcare, and supply-chain management

Contact

- Chicago, IL
- (207) - 715 - 1427
- jmeader6446@gmail.com

Education

Brown University, Bachelor of Arts, Comparative Literature – English and Arabic
Aug 2013 – May 2017

Brown University, Master of Arts, Secondary Education – English
Aug 2017 – May 2018

Links

LinkedIn
bit.ly/JMeaderLinkedIn

Website
bit.ly/JMeaderWebsite

Portfolio
bit.ly/JMeaderWriting

Skills

Technical Writing	AirTable
Copyediting	Microsoft Office
Adobe Suite	Trello / Jira
HTML/ CSS	Google Analytics
WordPress (CRM)	MailChimp
Infographics	Google Suite

Languages

English
Native/Fluent

Spanish
Proficient

Arabic (Modern Standard, Jordanian)
Proficient