



Ada, Copywriter

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## Summary

Copywriter with a marketing background and ability to craft a digital brand experience.

## Skills

### Marketing

Drupal • Wordpress • Hootsuite  
Salesforce • Netsuite  
Salesgenius • Constant Contact

### Design

Adobe Photoshop • Adobe InDesign

## Education

Miami Ad School San Francisco

*Certificate, Copywriting 2017*

Santa Clara University

*Bachelor of Arts, Communication 2012*

## Work

### Marketing/Creative

**Freelance** • April 2016 to October 2016  
Managed the editorial process of Grace Cathedral's weekly Sunday bulletin, from development through publication.

*The finer points:* writing and editing social posts, bi-monthly email newsletter and CMS management.

**Freelance** • January 2013 to August 2013  
Oversaw the life cycle of national sales event portfolio at every stage, from lead sourcing to email blasts to venue booking.

*The finer points:* social media influencer outreach, CMS and CRM management and writing and editing digital event content.

### Administration

**Quorum** • September 2013 to October 2015  
Coordinated the day-to-day needs of two Quorum offices.

*The finer points:* supply ordering, recruiting and onboarding, executive calendar and travel management and general clerical services for all departments.