

Wassim Khemici

wkhemici@berkeley.edu | 650.245.0171 | [LinkedIn](#) | [Portfolio](#)

PROFESSIONAL SUMMARY

Content specialist with extensive writing, editing, content management, design, and marketing experience. Detail oriented with a desire for polished aesthetics through the use of front-end coding and graphic design. Skilled in clear concise communication, polished writing, and masterful editing. Adept at quickly learning new technologies and softwares. 2 years of experience working with brokers and sales agents to create original marketing content.

EDUCATION

University of California, Berkeley
Bachelor of Arts, English (August 2016)

University of California, Berkeley Extension
Coding Full-Stack Certificate (May 2019)

TECHNICAL SKILLS

Web Development: HTML, CSS, JavaScript, Github, MySQL, Materialize, Bootstrap, WordPress
Design/Software: Adobe InDesign, Lightroom, Acrobat, Microsoft Suite, SEO (Search Engine Optimization), and MailChimp

WORK EXPERIENCE

Content & Marketing Coordinator

JODI Group, Inc. | San Francisco, CA

March 2017–February 2019

- Effectively wrote, edited, and managed all of the company's written copy
- Significantly increased views-per-article and SEO for company blog [49miles.com](#)
- Conceptualized and managed content calendar for blog, social media accounts, and print
- Tastefully designed layouts with Adobe InDesign, Acrobat, & Lightroom
- Played an integral role in the development of the new company websites and blog
- Conducted mass email marketing with MailChimp, and direct mail marketing with Quadient

Freelance Writer, Tutor, and Editor

Freelance | Bay Area, CA

August 2014–Present

- Edit case studies and user guides documentation for programmers
- Write content for San Mateo Daily Journal and Facebook Community Events
- Coach undergraduates to refine their academic writing, editing, and analytic skills
- Consult with students on the creation of successful, powerful college applications

Student Intern

Carnegie Foundation for the Advancement of Teaching | Stanford, CA

June 2013–August 2014

- Managed the company's organizational and administrative duties
- Coordinated educational seminars and research programs
- Gathered research data and created analytical reports