
A creative professional with 10 years of experience developing and editing copy that effectively engages audiences. Known for my ability to learn rapidly and adapt quickly to changing priorities, and manage tasks effectively in a timely manner.

Copy Editor

Local Wolves / October 2013 - Present

Reviews and provides edits for online and print articles. Responsible for fixing grammatical, punctuation, and spelling errors. Proofreads all information such as facts, statistics, and references are stated accurately. Works closely with the editorial team and editor-in-chief.

Web Content Editor

TeenLife / September 2022 - May 2023

Contributed to TeenLife's mission to provide valuable resources and content for parents, students, and educators. Assisted with clean-up, organization, and verification of content from TeenLife clients and ensuring it met company standards. Compiled over 100 non-profit organizations as potential volunteer opportunities for students.

Social Media Assistant

Local Wolves / July 2020 - April 2022

Assisted with managing the publication's social media accounts through community engagement. Responsible for content batching and scheduling posts using an online Instagram planner, Planoly. Contributed with 10th Anniversary reels video and weekly playlist series. Recorded social media analytics tracking growth and areas of improvement. Monitored the account by responding to any questions or comments in a timely manner.

Social Media Intern

College of Liberal Arts / August 2019 - December 2019

Managed the College of Liberal Arts social media pages at California State University, Long Beach. Assisted in CLA's strategy, branding, content creation, and community management. Shared on-campus event coverage, internship and job opportunities. Created an analytics report for Fall 2019 semester.

EDUCATION

Bachelor of Arts - Public Relations

California State University, Long Beach

Major in Public Relations

Minor in Women's, Gender, and Sexuality Studies

SKILLS AND PROFICIENCIES

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
 - Google Suite (Gmail, Calendar, Docs, Drive, Forms, Sheets)
 - Operating Systems (Windows, Mac OS)
 - Social Media: X (Twitter), Instagram, Facebook, TikTok
 - Scheduling applications: Planoly, Preview, UNUM
 - Photo editing: VSCO, InShot, Snapseed
 - Adobe Creative Suite (Photoshop, InDesign, Lightroom, Illustrator, Adobe Acrobat Pro DC)
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