

BACKGROUND STATEMENT

Highly qualified, talented, tenacious, and well-accomplished Copy Editor, Proofreader, and Content Writer armed with broad-based background and skills in performing research, presenting succinct and interesting facts, using bulleted and numbered lists, embedding links, communicating with clients, following editorial guidelines, and adjusting work according to client requirements. Displays outstanding ability to plan, coordinate, implement practices and procedures to bring significant improvements in efficiency, productivity, and processes towards the successful attainment of individual and organizational growth.

CORE COMPETENCIES

- Excellent writing skills and creativity
- Strong grammar and spelling abilities
- Computer proficiency and knowledge of content management systems
- Being able to take constructive criticism and client feedback
- Critical thinking skills to determine if there are any weakness within a designed plan.
- Establishing project goals and resolving issues with on-going project.
- Ability to communicate effectively to clarify complex data and sensitive info.
- Ability to facilitate teamwork, build rapport, manage conflict, and teach, coach, counsel.
- Committed to professional development, willing and able to complete special trainings as required.

PROFESSIONAL EXPERIENCE

Medium Corporation | March 2019 – Present |

Content Curator

- Uses editorial judgment and Medium's curation tools to read submitted stories and determine the best posts for wider distribution.
- Curates accepted stories into appropriate topics.
- Assesses posts for plagiarism, duplicates, and overall quality.
- Flags quality writers and stories to the editorial team for potential featuring.

The Write Avenue | July 2018 – Present |

Content Writer & Copy Editor

- Founder of "The Write Avenue," a highly personalized content writing service for professional life coaches as of January 2019 (www.thewriteavenue.net).
- Performs editing, proofreading, fact checking, and research for coaches with existing web content and blogs.
- Edits work for grammatical proficiency and quality of content.
- Responsible for social media content creation (Facebook, Instagram, Twitter) and determining the top keywords and hashtags to generate the most successful search results.
- Experience uploading content, images, and pages onto WordPress, SquareSpace, and Wix.
- Portfolio available at: <https://ltkelly.contently.com/>

The Folger Shakespeare Library | April 2017 – July 2018 |

Administrative Assistant to the Executive Offices

- Acted as Secretary to the internal Committee for Public Spaces; developed and managed the agenda and took the minutes.
- Maintained phones, managed calendars, scheduled appointments, meetings, luncheons, and conference calls, as well as arranged travel plans.
- Managed files and other sensitive materials and documents.
- Created and handled presentations, complex reports, and confidential correspondence.
- Instituted and organized contact database.
- Coordinated the annual Holiday Card and regularly corresponded with the designers, the printers, and staff members.

Order Sons of Italy in America-National Office | Nov 2010 – April 2017 |

Program Coordinator

- Served as Interim Executive Assistant to the National Executive Director for six months, including planning the annual Winter Meeting.
- Contributed articles periodically to the organization's blog and *Italian America* magazine.
- Coordinated The National Education & Leadership Awards Gala (annual event).
- Coordinator of the National Leadership Grant Competition.

AREAS OF EXPERTISE

Writing
Editing
Proofreading
Content Creation
Social Media Content
Quality Assurance
Research
Analyzing Information
Project Management
Troubleshooting
Policies and Procedure
Time Management

TECHNICAL SKILLS

Microsoft Office Suite
WordPress
SquareSpace
Wix
Buffer
Google Suite

PERSONAL SKILLS

Pro-active
Excellent Communicator
Self-Discipline
Active Listening
Managing Objections

LANGUAGE

English

REFERENCES

Available on Request

Zampogna, P.C. | Oct 2009 – June 2010 |

Paralegal

- Promoted an unwavering commitment to customer service in all client interaction.
- Scheduled and maintained a master calendar for meetings in Outlook.
- Maintained corporate minute books, corporate filings and agreements.
- Communicated with clients, conducted new client intake interviews, and maintained records of client communications.
- Performed legal research, drafted and prepared pleadings, filed documents in court, and drafted wills and power of attorney documents.

Fairfax County Public Schools Summer Program | Summers of 2006 – 2008 |

Student Information Assistant [2006-2007], Public Health Training Assistant/Instructional Assistant [2008]

- Provided administrative and clerical support for teachers as needed.
- Assisted with the physical demands of functional life skills and academic skills, in school and community settings.
- Guided students in all stages of the learning process: identifying tasks, setting goals, strategizing approaches, identifying procedures, evaluating results, and prioritizing feedback from others.
- Enhanced individual learning experiences by maintaining classroom order.
- Provided positive supports and assistance to staff when student was in crisis.

Government Reform Committee chaired by U.S. Congressman Tom Davis | May – June 2006 |

Summer Intern Assistant

- Shadow multiple office positions and train in a variety of tasks.
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files.
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Performed research.
- Acted as a liaison for staffers and supported the Congressman’s activities administratively.

EDUCATION

Georgetown University, Summer Intensive Paralegal Studies Program, Washington, DC | September 2009 |

Paralegal Certificate

Christopher Newport University, Newport News, Virginia | May 2009 |

B.A. in Communication Studies, Minor in Political Science