

# JANE DOE

Contact info  
More contact info

**OBJECTIVE:** Assistant Copywriter for Company X

**HIGHLIGHTS:** Effective communicator who writes engaging SEO targeted copy on variety of platforms--including WordPress--to help companies convince customers that they are the good guys they should hire.

## EXPERIENCE:

### Novelist *Sept. 2006-Present*

- Researched and wrote two 400-page novels
- Attended writer's workshops and conferences
- Worked with editors and pitching coaches

### Copywriter *Aug. 2013-Present*

- Wrote blogs, product metadata, and website content for various start-up companies in Orange County, several of which have become leaders in their industry such as Kush Bottles and BigRentz
- Reviewed and edited existing product information
- Contributed to editorial team brainstorming sessions, conducted interviews, and researched industry trends
- Created and uploaded social media content for Facebook and Instagram accounts
- Worked with Gmail, PowerPoint and Excel

### Newspaper Columnist *Sept. 2006-June 2008*

- Wrote bi-monthly column for Oregon's largest circulation newspaper, *The Oregonian*
- Praised by editor who said that although she had worked with a wide range of freelancers, "Jane stood out among them."

### Gym Manager and Fitness Instructor *August 2010-Present*

- Led group fitness classes including Zumba, aqua aerobics, and strength and conditioning for several gyms and companies: 24 Hour Fitness, JCC Irvine, Hyundai Motor America, University of Southern California
- Managed gym at JCC Irvine and was responsible for employee scheduling, sales, and building customer relationships

## EDUCATION:

- University of Southern California, Bachelor of Science in Psychology, 2012  
Graduated Phi Beta Kappa with GPA of 3.8

## REFERENCES:

Available upon request