

MARIA BRIGGS

11/30/2017

Maria Briggs

1308 Arlington Ave

Steubenville, OH 43952

740-461-0147

Maria.A.Briggs@outlook.com

Looking for a dynamic Marketing Copywriter and Editor? Search no further because I am ready for the job. With over 7 years' experience as Copywriter and Editor, I will step in and make an immediate and noticeable contribution to your company's continued success.

You are seeking someone who can write engaging and persuasive copy while ensuring all communication and advertising meets company expectations for message and accuracy, and that is exactly what I am prepared to do. As Copywriter and Editor, I write website copy, blog content, edit communications, develop advertising materials, and review all pieces for adherence to project guidelines and editorial standards.

A summary of my skillset includes:

Detail-oriented

Organized

Highly Accurate

Social Media Copy

Newsletter and other communication Copy

I look forward to meeting with you and discussing the details of this position. In the meantime, please find my resume attached. I'd be happy to provide samples of my work upon request. References are also available upon request.

Please feel free to contact me at 740-461-0147 or by email at Maria.A.Briggs@outlook.com. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,
Maria A. Briggs

QUALIFICATIONS

Exceptional writing, proofreading, and copy-editing abilities
Strong experience in editing and writing for online newsletters and other web publications
Superior grasp of Associated Press (AP) style
Outstanding knowledge of copyright trademarks and principles
High ability to work from any location at any time
Thorough knowledge of content management systems

EXPERIENCE

Editor/Writer | AOTMH | 10/10 – Present

Developed advertising materials and copy.
Monitored and edited base copies in accordance with all guidelines and requirements.
Proofread and evaluated all written copy.
Completed all work on or ahead of schedule.

Editor | Blogger to Brand Media | 03/15 – Present

Reviewed and edited all in-house agency written projects.
Proofread copy for proper grammar and usage.
Reviewed final versions of corporate ads and copy.
Provided regular project updates in coordination with creative director.
Lead a team of writers and influencers for content marketing.

Writer/Editor | Freelance | 10/10 – Present

Assisted clients in social media growth.
Provided media content and blog content for clients.
Proofread copy for proper grammar and usage.
Reviewed final versions of corporate ads and copy.

EDUCATION

HS Diploma | June 2001 | Dickinson Highschool

Member of National Honor Society, studied general studies, Junior and Senior Class President, graduated with GPA of 3.98

Bachelor's Degree | September 2018 | UoPX

Currently attending University of Phoenix will graduate with a degree in Communications and Journalism.
Current GPA of 3.89

OBJECTIVE

Experienced Writer and Editor looking to work for a company that will enable the use of strong written communication and proofreading skills.



740-461-0147



Please click on the icons to be taken to your destination

EXPERIENCE & LEADERSHIP

Dedicated and meticulous Copy Writer and Editor with a stellar record of client satisfaction. Extremely mindful of and knowledgeable about all copyright standards and infringement laws. Able to handle multiple projects simultaneously with accuracy and efficiency. I speak, read and write English, Italian, and Spanish fluently. Currently leading a team of writers and over 500 Bloggers and Influencers.