

JEN DAVIS

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JENDAVISWRITER.COM
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Talented and thorough writer/editor with a diverse array of skills and qualifications and a reputation for original, impeccable, error-free results, delivered on time and to specifications.

EXPERIENCE

Freelance Writer/Editor

Northern Kentucky
2007-present

Writer. Editor. General Word Nerd.

- Writing lifestyle content for Traction/Vocalpoint (Cincinnati, OH)
- Writing and proofreading website copy for various clients
- Crafting online content (journalistic and research/reporting)
- Creating press releases for private clients/organizations
- Virtual assistant services
- Interviewing sources and writing feature stories for *Cincinnati Woman Magazine*
- Reviewing theatrical productions for *The Conveyor* and *CityBeat* online
- Composing and editing résumés and cover letters for private clients

Northern Kentucky University Department of Music

Highland Heights, KY
2010-2011

Student Public Relations Representative

- Writing and sending out press releases and promotional emails
- Acting as a liaison to multiple media outlets, on and off campus
- Creating the departmental newsletter from scratch
- Conducting interviews from which to create newsletter articles
- Writing and editing all newsletter articles
- Selecting and securing permission to use appropriate photographs for the newsletter
- Preparing promotional materials (posters, flyers, etc.)
- Ordering and distributing promotional materials

OTHER SKILLS

- Editing and proofreading
- Blogging
- Business writing (memos, reports, résumés, cover letters)
- Marketing (press releases, white papers, letters, newsletters, queries)
- Drafting templates for business writing documents
- Technical writing
- Fiction and poetry writing/editing
- Creative writing small workshop
- Giving talks and presentations on writing/editing topics
- Leading children's poetry and creative expression classes

EDUCATION

Northern Kentucky University

Highland Heights, KY
1999-2011

Bachelor of Arts in theatre/minor in creative writing