

Courtney Johnston

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SUMMARY

Project Manager • Resource Manager • Editor • Writer • Account Manager

SPECIAL SKILLS

WordPress & Other Blogging Platforms, Mavenlink, Monday.com, Google Drive, Google Analytics, Content Strategy, Editing Vision, Account Management, Customer Relations, Copywriting/Editing, HTML, AP Style, Microsoft Suites, Adobe Suites, Detail-Oriented, Deadline-Driven, Highly Adaptable

ACCOMPLISHMENTS

- Trained and onboarded team members at Revenue Path Group to PM software including Mavenlink and Monday.com to save time and increase organization and efficiency
- Compiled a pool of qualified, low cost resources to save an average of 30-60% on project expenses
- Streamlined the order batching process at Direct Shot Distributing, saving the company \$80,000

PROFESSIONAL EXPERIENCE

Feb '16 – Present | Revenue Path Group – *Indianapolis, IN* | Resource Manager & Project Manager

- Act as project lead and coordinator for projects and retaining accounts (30+ client accounts)
- Oversee collaboration efforts internally and externally
- Manage all company resources (in-house and freelance) to ensure timely delivery
- Create website and marketing copy; edit and proofread websites and marketing materials
- Schedule and maintain team members' schedules to achieve capacity goals

May '12 – Feb '16 | Anderson: Direct Shot Distributing – *Franklin, IN* | Project Coordinator

- Effectively co-manage Universal Music and Mailboat Records' distribution accounts
- Create time saving reports and functions for better management of vendor non-compliance issues
- Create training documentation and procedure manuals

Oct '09 – May '12 | Sony DADC – *Voorhees, NJ* | Project Coordinator

- Successfully on-boarded and managed video distribution accounts: Disney, Warner, Redbox, HP
- Known as the Excel guru; point person for creating and improving training documentation
- Trained and supervised two employees

FREELANCE EXPERIENCE

Jan '18 – Present | The Culture Trip – *Worldwide* | Indianapolis Feature Writer (*freelance*)

- Create SEO friendly and compelling articles about Indianapolis and other Midwestern cities

Jan '16 – Present | Only in Your State – *USA* | Indiana and Indianapolis Content Writer (*freelance*)

- Craft eye-catching, regionally interesting articles

Jul '15 – Jan '18 | Fountain Square Houses – *Indianapolis, IN* | Content Writer (*freelance*)

- Compose compelling event reviews and posts about downtown Indianapolis

Jan '14 – Present | University of Indianapolis – *Indianapolis, IN* | Writing Lab Faculty (*part-time*)

- Assist graduate students with written compositions; offer stylistic and grammatical instruction

Aug '12– Sept '13 | Eckim Marketing – *Indianapolis, IN* | Blog Manager: Writer, Editor (*part-time*)

- Recognized for crafting skilled writing pieces which connected with audiences and customers
- Managed/edited all blog posts for the company's featured sites; promoted traffic via social media

EDUCATION

2015 | Master of Arts in English | University of Indianapolis – *Indianapolis, IN*