

Courtney Johnston

www.courtneywrites.com

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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

PROFESSIONAL EXPERIENCE

Feb '16 – Present | Revenue Path Group – *Indianapolis, IN* | Resource Manager & Project Manager
→ 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-managed Universal Music and Mailboat Records' distribution accounts
→ Created time-saving reports/processes for better management of vendor non-compliance issues
→ Created 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

FREELANCE EXPERIENCE

Sept '18 – Present | JWC Publishing – *United States* | Book Editor (*freelance*)
→ Copy edit manuscripts using Track Changes in Word
→ Improve plot development and note redundancies (on applicable, non-standard assignments)

Jan '14 – Present | University of Indianapolis – *Indianapolis, IN* | Writing Lab Faculty (*part-time*)
→ Edit graduate level papers and theses; provide writing advice to graduate students

Oct '18 – Aug '19 | Clever Real Estate – *Worldwide* | Content Ghost Writer (*contract*)
→ Crafted informative, easy-to-read articles breaking down complex real estate topics

Oct '18 – Mar '19 | Best Reviews – *Worldwide* | Content Writer (*contract*)
→ Created product guides or topical articles featuring relevant products

Jan '18 – Dec '18 | The Culture Trip – *Worldwide* | Indianapolis Feature Writer (*contract*)
→ Wrote SEO friendly and compelling articles about Indianapolis and other Midwestern cities

Jan '16 – Apr '18 | Only in Your State – *USA* | Indiana and Indianapolis Content Writer (*freelance*)
→ Crafted eye-catching, regionally interesting articles

Jul '15 – Jan '18 | Fountain Square Houses – *Indianapolis, IN* | Content Writer (*freelance*)
→ Composed compelling event reviews and posts about downtown Indianapolis

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*

