

 517-648-6876

Emily Murray



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Experience

Luxury Garage Sale

June 2016-January 2017

ASSOCIATE WEB CONTENT EDITOR

- Proofread web content and approve the quality of digital images
- Prepare and schedule products to be launched on the eBay store
- Create content and list products on marketplaces including the LGS official website, 1stDibs and Tradesy

VIM Magazine

September 2012-May 2016

MANAGING EDITOR

- Manage a team of editors, enforce deadlines and make finalizations to articles, particularly based on AP Style guidelines before they are published
- Fact-check and research content for accuracy
- Collaborate with the head copy editor to produce an up-to-date style guide that exemplifies the VIM voice

ing Magazine

September 2015-May 2016

COPY WRITER, COPY EDITOR

- Write interesting content that appeals to audience interests
- Developmentally edit and proofread copy produced by other authors
- Brainstorm with a team to strategically market magazine events and represent the magazine by reaching out to organizations

Michigan State University Writing Center

May 2015-May 2016

WRITING CONSULTANT

- Consult with graduate and undergraduate students on multimedia projects relating to diverse topics
- Assist clients in all areas of the writing process beginning with brainstorming, outlining ideas, articulating thoughts and helping to revise and edit content

CollegeFashionista

May 2015-May 2016

STYLE GURU

- Write a monthly blog post that describes the unique style of a campus Fashionista/o
- Capture high-quality photos of the Fashionistas/os featured in my posts
- Actively promote articles and any special offers from CollegeFashionista on my social media accounts

Love Playing Dressup

May 2015-August 2015

MARKETING ASSISTANT

- Research fashion and lifestyle in order to seek out potential clients for the blog
- Compose pitch letters to reach out to potential clients
- Maintain mutually beneficial relationships with past and current clients

Education

Michigan State University

August 2012-May 2016

- B.A. in professional writing with a minor in public relations
- Coursework in professional and technical writing, editing and publishing, document design, public relations strategy and integrated marketing, advertising and branding techniques, history of art culture and dress

Skills

- Advanced knowledge of English grammar
- Proficient in Microsoft Office and Adobe InDesign
- Multimedia writing skills, technological savvy
- Creative writer and innovative thinker
- Effective time manager, deadline-driven
- Leader and team player