

JL

Jordan Lopez

Headline

Diligent and talented Editorial Assistant with experience writing, proofreading, editing, and contributing to the creation of high-quality consumer goods. Dedicated to being a team player in a collaborative environment while thriving in fast-paced environments.

Experience

Orange Circle Studio Publishers - Editorial Assistant

Irvine, CA

02/2021 - Current

- Draft fact sheets, write website and catalog short and long copy, and update company website on all consumer products.
- Copyediting and proofreading spelling and grammar in factory PDFs, digital proofs, pre-production samples, and advances for all products, including reprints enhancing process efficiency for accuracy and consistency.
- Overseeing the smooth running of projects by liaising with freelance editors and managing the editorial process using track changes on MS word for internal proofs to ensure all changes were implemented thoroughly to report to senior editors within deadlines.

The Roundtrip Collective - Member

Remote

06/2020 - Current

- Mastered strategic PR and travel marketing skills in Travel, Hospitality, Social Media, and Influencer Marketing in a weekly online course taught by top industry leaders.
- Attended webinars and explicitly focused on PR industry trends and social media influencing via learning modules and activity.
- Acted in cross-functional team-building activities via networking over social media platforms to create valuable connections.

Society19 Media - Editorial Writer Journalism Intern

Remote

07/2020 - 10/2020

- Pitched ten topic ideas per week and executed writing, proofreading, and editing five lifestyle articles under specific online publication deadlines.
- Performed research and fact-checking responsibilities to maintain a high level of journalistic integrity on all projects and maintain consistency throughout every piece.
- Applied good understanding of public opinion, social media, traditional media, and PR trends to use emerging techniques to build strong brand narratives.

Big Air Trampoline Park - Events Department Office

Coordinator/Administrator

Laguna Hills, CA

08/2015 - 08/2019

- Proactively maintained operational support for all client event projects and communicated with the department to offer solutions on all event accounts.
- Tracked and recorded expenses and reconciled accounts to keep accurate, current, and filed compliant financial records.
- Engaged in communication between clients, monitored forms, provided customer service, operational support, and administered clerical duties.

✉ lopezje97@gmail.com

☎ (949) 892-9804

📍 Currently: Mission Viejo, CA; Relocating
May 2021 To NY, NY 10011

Links

- www.linkedin.com/in/jordan-e-lopez
- <https://jordanelopez.journoportfolio.com>

Skills

- Writing: Catalog copy, blog posts, website copy, academic articles, lifestyle articles for online publication, copyediting, proofreading, and copywriting.
- Technical: Microsoft 365, Google Suite, Outlook, Canva, and CRM platforms.
- Website: Wordpress, Shopify, and Wix.
- Social Media: Social Media: Pinterest, Twitter, YouTube, TikTok, Facebook, Instagram, Tumblr, and Snapchat.
- Industry: Office administration, research, fact-checking, and content development and management.

Education

05/2020

California State University - San Marcos

San Marcos, CA

Bachelor of Arts: Literature And Writing Studies

- GPA: 3.2
- Dean's List Spring 2019 and both Fall/Spring Semester of the 2020 year.
- Chapter Events Director for Alpha Xi Delta.
- Philanthropic volunteer for Autism Speaks.

05/2018

Saddleback College

Mission Viejo, CA

Associate of Arts: English

- Studied abroad at the University of Oxford.

Organizations

- Member of The Society of Young Publishers.
- Member of the American Copy Editing Society.
- Mentee of The Spare Zoom Project.