



## Meredith Brown

Thank you so much for the opportunity to talk about this position with you.

I just finished intense study through Georgia Tech and Reinhardt University. I engaged in a UX/UI Content Strategy BootCamp for over 6 months with Georgia Tech, and I continue learning and producing content for my MFA through Reinhardt University. I have previously done contract work for B2B and B2C marketing firms for digital content writing/editing, SEO, and content strategy.

In all of the different areas in which I have worked, I have used my creativity and my ability to communicate strategy to develop solutions for everyday processes. I enjoy getting projects finished with excellence and attention to detail. The entire process of creating content, editing content, figuring out the best outlet for the message, and pushing out an excellent finished product truly motivates me.

In my resume, portfolio, and LinkedIn, I have highlighted my skills and abilities. I am proficient in Figma, Miro, Adobe, creating slide decks with different platforms (Google, Keynote, PowerPoint), Trello and Asana, and a few other "lighter" applications.

I work diligently to consider innovative ideas when I'm involved in a project, and I own my responsibility to complete the details of my work (or others who are under me) in order for our goals and assignments, timelines, and progress measurables to receive a thorough implementation. Thank you for considering my resume. I would love to talk to you about this position.

Sincerely,  
Meredith Brown

### Contact

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### References

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# Meredith Brown

Writer, Editor, UX  
Content Strategist

## Professional History

### **Content Writer, Acadia**

| Create and develop content for blogs and websites  
| Worked with a team of writers to create location-specific, intelligent SEO marketing blogs for Ideal Image

### **Content Writer/Editor, InBound Back Office**

| Create and develop content as a writer  
| Edit content for grammar, style, and flow of ideas  
| Practice SEO optimization and design strategy  
| Actively listen to advocate for the client's experience  
| Use tone and voice per brand requirements  
| Engage in design thinking  
| Practice innovative thinking for new projects  
| Manage multiple projects and timelines  
| Self-direct in organizing and prioritizing projects  
| Enjoy working with a team of other skilled professionals  
| Skills: Proficient in Microsoft Office Suite, Figma, Wordpress, SEO

### **Interactive Client Services Manager, Solar Velocity**

| Directed the re-branding of a web design firm in Atlanta  
| Led the company's movement into social media marketing and SEO

## Academic History

### **Georgia Tech UX/UI Bootcamp**

| Completed in July 2023, finished GPA 3.97

### **Reinhardt University, MFA in Writing**

| Currently in classes, graduating June 2024

### **Taylor University, BA in Writing**

| Graduated with Honors

| Merit & Leadership Scholarship

## Professional Summary

A detailed-oriented content writer and editor who is passionate about creating dynamic customer experiences, proficient in research and analytics, and generates innovative solutions individually and within a team

## Core Strengths

| Organizing ideas and creating smooth user experiences through collaborative brainstorming  
| Editing content, processes, and concepts  
| Using precise language, tone & voice per brand requirements  
| Communicating clearly through writing and speaking  
| Advocating for client experiences to further engagement  
| Managing multiple project details including process, budget, employees, and events

## Portfolio

| MeredithLynneBrown.com  
| Password: Avocadoor