

## OBJECTIVE

I am a writer and organizer seeking to apply my communications background in a position where I build relationships and make a difference.

## SKILLS

### WRITING

- NEWS ARTICLES
- INTERVIEWS
- POLITICAL ANALYSES
- WEB CONTENT
- BLOGS
- NEWSLETTERS
- PRESS RELEASES
- EBOOKS
- BROCHURES
- MARKETING MATERIALS
- INFOGRAPHICS
- PROCESS DOCUMENTS
- SOCIAL MEDIA POSTS

### WEB DEVELOPMENT

- SEO OPTIMIZATION
- WORDPRESS
- GOOGLE ANALYTICS
- YOAST
- SPROUT
- SEMRUSH
- GRAPHIC DESIGN (CANVA)
- IMAGE EDITING (GIMP)
- EMAIL MARKETING (ROBLY)

### OTHER

- ONLINE COURSEWORK IN GRANT-WRITING
- PROOFING, EDITING, AND FACT-CHECKING
- LEADING GROUP DISCUSSIONS AND PRESENTATIONS
- SHOOTING VIDEO
- RUSSIAN LANGUAGE PROFICIENCY
- STUDIED IN ST. PETERSBURG, RUSSIA

**REFERENCES AND  
SAMPLES AVAILABLE  
UPON REQUEST**

## WORK HISTORY

*Frontier Marketing LLC*

*(February 2016 — May 2018)*

### **Lead Content Writer**

- Wrote web content, blog posts, ebooks, infographics, brochures, and other print and digital marketing materials for nonprofits and small-to-medium businesses.
- Maintained the most current industry best practices for Search Engine Optimization (SEO) to help content reach target audiences.
- Developed strategic marketing documents including mission statements, elevator pitches, client personas, unique selling propositions, and competitive analyses.
- Managed an extensive library of digital content using Google Drive.
- Tracked progress on numerous projects with overlapping deadlines.
- Researched current digital trends and traditional marketing strategy.

*Brian Hopkins for 2nd Ward Alderman*

*(January 2015 — April 2015)*

### **Communications Fellow**

- Translated communications into Russian for residents of Ukrainian Village.
- Interpreted at meet-and-greets I arranged for the candidate.
- Phone-banked and performed door-to-door canvassing.
- Worked with teams of volunteers to assemble mailers.

*In These Times*

*(January 2014 — August 2015)*

### **Editorial Intern, Freelance Fact-Checker**

- Researched, reported, and wrote original articles for web publication.
- Fact-checked and proofread articles for print and web publication.
- Documented fact-checking process in logs for editors and authors.
- Wrote news briefs and photo captions for the website.
- Helped brainstorm headlines, cover art, etc.

## VOLUNTEER WORK

### **United Neighbors of the 35th Ward (UN35)**

- Serves on the Membership Development Committee.
- Helps strategize around recruitment efforts, leadership development, and member retention.
- Volunteers for issue-based, electoral, and fundraising campaigns.
- Helps run pop-eds to advance healthcare, housing, and economic justice.

### **The People's Lobby**

- Lobbied for a state budget driven by a People and Planet First agenda.
- Volunteered for research and event-planning efforts.

## EDUCATION

University of Illinois at Chicago - Bachelor of Arts in English (Creative Writing)

-Graduated May 2015

-3.89 GPA

-Coursework in Media Writing

-President of Russian Club (Language and Culture)