

## Contact

amanda.stevens@rpwmail.com

www.linkedin.com/in/

amandastevensrpw (LinkedIn)

www.resumeprofessionalwriters.com/  
(Company)

## Top Skills

Resume Writing

Proofreading

Creative Writing

## Languages

English (Native or Bilingual)

# Amanda Stevens

Copy Editor

Chino

## Summary

Highly creative, multifaceted, and dedicated professional, offering diverse experience in copywriting, editing, research, and writing; complemented with background in photography and customer service.

Equipped with expertise in conceptualizing unique and effective direct story ideas; producing media outputs through digital technologies; and a coordinating innovative initiatives to meet client needs.

Commended for the ability to quickly establish rapport and relationships with all levels of individuals as well as professionalism and solid work ethic.

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## Experience

### Resume Professional Writers

Junior Copy Editor | Add-on Writer

August 2015 - Present (5 years 6 months)

Hawthorne, CA

Demonstration of exceptional abilities in proofreading wide-ranging materials, including resume,

cover letters to ensure accuracy, clarity, and consistency of content and format; correct spelling, grammar, and punctuation.

Application and full compliance with standard writing style guides

Efficient management of multiple projects while meeting tight deadlines and client requirements

Conceptualization and writing of various add-on writing including biography, statement of

purpose, opening statement, resume, and essay

Preparation of PowerPoint presentation and facilitation of trainings of staff

## Freelance

13 years

## Portrait and Travel Photographer

2008 - Present (13 years)

### Various Locations

Coordination with clients in discussing the images they require to meet their specifications

Dedication in seeking and identifying appropriate photographic subjects and opportunities

Facilitation of research and preparation for a shoot

Proficiency in operating extensive range of technical equipment, including cameras, lenses, lighting and specialist software

Collaboration with other professionals, including graphic designers, writers, gallery managers,

picture researchers, commissioning editors, and art directors  
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SA AN ND DR RA A P PE ET

Demonstration of commitment in keeping up to date with industry trends, developments and new techniques

Expertise in digitally enhancing images, changing emphasis, cropping pictures, correcting minor faults, or moving objects around

Creation of portfolio and network of contacts to obtain clients and secure future projects

## Ghost Writer

2009 - 2013 (4 years)

Competency in developing various content, along with the content manager and outside vendors, including written articles, ghost-written blogs, infographics, videos, and photo slideshows

Coordination with clients to develop first-person articles based on editorial calendar needs

Expertise in posting, tagging, and categorizing created content using WordPress, while ensuring

compliance with in-house style guides and SEO best practices

Evaluation of content pieces and campaigns' effectiveness by monitoring content marketing results

using Google Analytics and other software

## Resume Professional Writers

Resume Writer

2013 - 2015 (2 years)

Hawthorne, CA

Assessment and writing of resumes as well as cover letters, thank you letters,  
and reference sheets

for clients

Delivery of high-level customer satisfaction by providing exceptional and  
professional resume in

accordance with their requirements, as well as addressing inquiries,  
comments, and concerns in a

timely manner

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