

Contact

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Top Skills

Resume Writing

Copy Editing

Proofreading

Erika Rodriguez

Senior RPW Copy Editor | Insightful Resume Critic | Hands-on Quality Operations Strategist

Torrance

Summary

I am a goal-driven and highly dedicated senior copy editor, with solid experience in team supervision, project and task management, and strategic planning and execution; combined with excellent copy writing, editing, and research skills. For over 10 years, I have helped clients from all levels in launching their careers through well-crafted and top-quality application documents. Whether it may be drafting résumé and cover letter, opening statement for interviews, statement of purpose for college admission, or biography; I am recognized as the go-to person. I also offer other services such as reviewing or critiquing résumé, editing documents, and writing a compelling profile for a LinkedIn account. Over the course of my professional career, I am regarded for my high degree of accuracy and keen eye for consistency in identifying and correcting errors in diverse job-application documents.

Apart from my writing and editing commitments, I have also provided leadership and mentoring to a team of copy editors. These include performing weekly, quarterly, and annual evaluations; facilitating trainings on the latest writing and editing guidelines; and researching and imparting the newest trends in the résumé writing field. As a team leader, I enjoy generating new ideas and devising feasible solutions to broadly relevant problems. My colleagues and subordinates often describe me as a driven, resourceful individual who maintains a positive, proactive attitude when faced with adversity. Furthermore, I am a strong-willed and hardworking person, with a wide breadth of knowledge, skills, and experience that vouch for my ability to provide significant contributions and ensure the success of the organization.

Experience

Resume Professional Writers

13 years 2 months

SENIOR COPY EDITOR

April 2018 - Present (2 years 10 months)

- ♣ Supervision of a team of copy editors, which entail delegating workload, managing projects, evaluating performance, and providing feedback
- ♣ Facilitation of training to the company's writing, support, and quality teams with regard to industry standards, grammar and composition rules, and product knowledge
- ♣ Preparation and submission of monthly, quarterly, and annual performance evaluations and reports to the department manager for monitoring and incentive awarding
- ♣ Active participation in the management's yearly performance review, planning, strategy development, and decision-making with focus on setting objectives and long-term goals of the company

COPY EDITOR

May 2009 - April 2018 (9 years)

Simi Valley, CA

- ♣ In-depth analysis of writers output to determine accuracy and check grammar quality of the document; providing corrections and recommendations to maintain adherence to the resume industry standards and clients preferences.
- ♣ Delivery of well-written and logically structured final resume through strict quality checking and proper formatting.
- ♣ Composition of truthful yet constructive resume critique for clients; suggesting tips on crafting eye-catching and interview-winning resumes.
- ♣ Facilitation of training to other writers on topics encompassing grammar and resume writing; keeping them up-to-date on changes and latest trends in resume writing.
- ♣ Demonstration of outstanding multitasking, organizational, and time-management skills in order to meet demanding deadlines and pre-established goals.

PROFESSIONAL RESUME WRITER

December 2007 - May 2009 (1 year 6 months)

Simi Valley, CA

- ♣ Drafting of diverse career documents, including resumes, cover letters, biographies, and opening statements for a wide range of clients.
- ♣ Application of solid written and oral communication skills in interfacing with clients through phone or email correspondence; immediately responding to their inquiries and concerns.

Various Companies

FREELANCE COPY EDITOR / PROOFREADER

2002 - 2007 (5 years)

Los Angeles, CA

♣ Quality checking of written advertising materials and brochures, books and educational materials, direct mails, research reports, and grant proposals for several companies and industries, such as print media advertising, public relations, K-12 and higher education, academic research, publishing, nonprofit, as well as entertainment.

Education

Bachelor of Arts in English