



Writer. Editor. Advocate. Optimist.

◆
nicolescottpoetry.com

References available upon request.



CONTACT

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PROFILE

nicole scott (noun):

a published writer with experience in social media management, SEO copywriting, content creation, and learning everything. She is attempting to make her way into the world with ferocity by demonstrating (with words and great interpersonal relations) intense enthusiasm with hopes of making the world a better place.



PROFESSIONAL EXPERIENCE | Ask for more info on other work experience from 2011-2016.

Copywriter

WebFX

August 2022 - current

Data Output Clerk

Merkle RMG

May 2021 - August 2022

Assistant Manager, Team Captain

Maid To Order

Jan 2020 - Apr 2021

Media Manager, Freelancer

Vult Lab

June 2016 - May 2021

- Writes articles for marketing copy, ranging from 500-2000 words.
- Researches countless industries, with specialties in climate change and sustainability, cybersecurity, AI, manufacturing, and lifestyle.
- Self-edits and proofreads for grammar, spelling, audience, and tonal specifications.
- Incorporates SEO optimization and engages in monthly ongoing learning programs.
- Constructs 30-50 data files daily and submits to clients in the non-profit sector, learning the intricacies of direct mail processing, donor relations, and financial management.
- Creates, balances, and encrypts financial documents and donor data for accuracy and consistency to assist in client-to-donor relations.
- Increased efficiency in output by creating time-saving strategies for production.
- Wrote well-thought communications for clients and social media platforms, created the business website, and spoke on behalf of the company at events.
- Performed data entry and management in CRM software (Salesforce).
- Worked one-on-one with clients to make sales and provide expert services.
- Managed a team, provided training, and performed inspections for quality assurance.
- Pitches, writes, and proofreads unique blogs (100+ to date) and organic social media content for company website as well as conducting interviews with relevant influencers.
- Schedules and writes content for social media accounts (utilizing Slack, Buffer, Trello, Monday, and related programs) and made engaging graphic designs (Canva, Photoshop) for enhanced marketing strategies and campaigns.
- Created detailed analytics reports representing brand growth and account progress.



EXPERTISE

- Copywriting
- SEO Marketing
- Social Media Content & Engagement
- Creative Writing
- Proofreading & Editing
- Microsoft Office & Google
- Cloud Suites
- Management & Training
- Research



EDUCATION

Jan 2018 - June 2019

Master of Fine Arts, Creative Writing (Poetry Emphasis)

Lindenwood University

Summa Cum Laude, Contributing Editor *The Lindenwood Review* Issue 9

Aug 2012 - May 2016

Bachelor of Arts, Double Major in English (Creative Writing) + Humanities (Classical Studies)

Marshall University

Magna Cum Laude, Study Abroad with University of Helsinki, Study

Abroad with University of North Carolina at Greensboro (in Rome, Italy)



SKILLS & QUALITIES

- Attention to Detail
- Creative Ideation
- Streamlining & Organization
- Communications
- Team Building
- Customer Service
- Leadership



VOLUNTEER & LEADERSHIP

ISEP

The D2o Girls Project

WV Chapter Co-Founder,

Magazine Editor and

Content Coordinator

Main Street Fairmont

WV Botanic Garden

... among others!



SELECT PUBLICATIONS

The Financial Diet

The Jamwich

Wonderful West Virginia

Punchland

Vult Lab Social Media

Sea Going Green

The D2o Girls Magazine

... among others!