



EVELYN WHITE

Online Editor Assistant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Online Editor Assistant with 5 years of experience in digital content creation and management. Skilled in editing, SEO optimization, and audience engagement, I excel at crafting compelling narratives that enhance user experience and drive traffic. My dedication to quality ensures impactful content that resonates with diverse audiences and elevates brand presence.

WORK EXPERIENCE

Online Editor Assistant  Jun / 2022-Ongoing
Blue Sky Innovations  Chicago, IL

- 1. Produced and edited engaging articles, blog posts, and multimedia content to enhance audience interaction.
- 2. Conducted thorough keyword research to optimize articles for search engine visibility.
- 3. Curated and managed social media content to increase brand awareness and audience engagement.
- 4. Edited and formatted online content to ensure adherence to brand voice and style guidelines.
- 5. Collaborated with cross-functional teams to develop content strategies that align with business objectives.
- 6. Tracked and analyzed content performance metrics to inform future editorial decisions.
- 7. Assisted in migrating and tagging content to new content management systems effectively.

Online Editor  Jun / 2020-Jun / 2022
Crescent Moon Design  Portland, OR

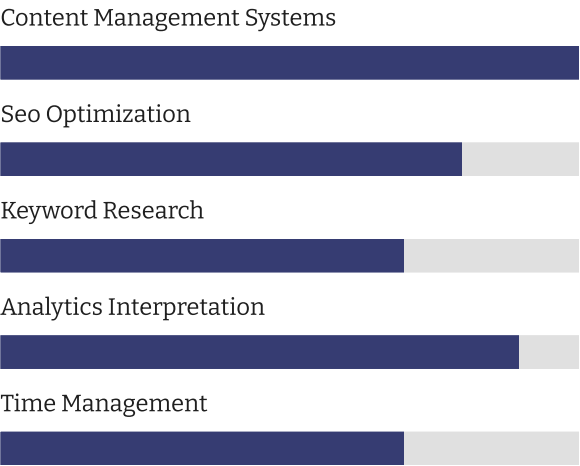
- 1. Managed editorial content for a high-traffic news website, enhancing user experience and engagement.
- 2. Increased monthly unique views from 1.7 million to over 7 million through innovative content strategies.
- 3. Designed and implemented new content platforms, including interactive features and multimedia storytelling.
- 4. Ensured consistency in brand voice across all digital content through rigorous editing standards.

EDUCATION

Bachelor of Arts in English  Jun / 2018-Jun / 2020
University of California, Los Angeles  Denver, CO

Focused on writing, literature, and digital media studies.





SKILLS



INTERESTS

-  Art
-  Hiking
-  Volunteering
-  Yoga



STRENGTHS

-  Criticality
-  Detail-oriented
-  Diplomacy
-  Enthusiasm

LANGUAGES



ACHIEVEMENTS

-  Increased website traffic by 300% through targeted content strategies and SEO enhancements.
-  Successfully managed the editorial calendar, ensuring timely publication of high-quality articles.