

KATRINA CARTER

FREELANCE ACADEMIC WRITER/EDITOR



CONTACT

516 551 5632

kmackdesigns.com

katrina@kmackdesigns.com

EDUCATION

Newbury College

Bachelor of Arts in Business
Administration/Graphic Design
2008-2012

North Central College

Master of Arts in Professional
and Creative Writing
2014-2018

LANGUAGES

English - Native

Spanish - B1

SKILLS

- Research/Analyze Data
- Multitasking
- Problem-solving
- Adaptability
- Professionalism
- Confidentiality
- Prioritization
- Detailed
- Effective communication
- Proficient
- Keyword Research
- Editing & Proofreading
- Web Writing
- Search Engine Optimization (SEO)
- Creative Writing
- Social Media Marketing (SMM)
- Blog Writing

PROFILE

Detailed academic and publishing freelancer writer - with a main focus on delivering high-quality content that is well-researched, informative, and engaging. With years of experience in the industry, I have honed my skills in crafting compelling narratives that capture the reader's attention and leave a lasting impression. I am familiar with various writing styles, including APA, MLA, and Chicago, and can tailor my writing to suit the needs of any project. Whether it's academic papers, research articles, or blog posts, I am committed to delivering work that meets the highest standards of quality.

PROFESSIONAL EXPERIENCE

Content Writer/Social Media Manager (several companies)

Content Writer | Jan 2018 - Recent

- Created, edited, and proofread text content for company websites and blogs with a team of 5 content writers.
- Worked closely with the SEO team to produce website content for different sectors inclusive of Meta tags, title tags, and header tags.
- Coordinated with the corporate communication and Marketing team to set long-term strategies for effective content creation.
- Ensured continuous updating of collateral in line with the brand essence, market demand, and client requirements.
- Created content for the whole website featuring products and services that maximized business for the company.

Rubies Costume Company

Assistant Proofreader | Dec 2018 - Jan 2020

- Assisted Head Proofreader in managing a team of proofreaders
- Proofread half of each monthly issue prior to its publication
- Made comments to help consistency regarding design
- Handled sensitive and confidential information with utmost discretion and maintained confidentiality protocols.
- Make corrections and suggest edits to the documents, and communicated with overseas factories for international packaging.

Freelance Academic Writer/Editor (several companies)

Freelance writer | Dec 2009 - Present

- Researching and browsing various books, internet sites and resources on assigned topics.
- Composing and delivering academic articles, research papers, reviews, and guides.
- Proofreading, editing, and correcting all given reports, properly and efficiently.
- Creating and submitting documents for formatting to design team and publishers.
- Provided detailed writing samples in timely manner and extremely efficient.