



JESS FELDMAN

CONTENT WRITER & STRATEGIST

PERSONAL PROFILE

Editor, writer, researcher & poet. Passionate about helping people by creating and sharing relevant, inspiring content. Secret superpower: knowledge of animal facts

WORK EXPERIENCE

Content Manager

Course Report | Dec 2019 - present

- Editor & writer for blog and newsletters
- Social media management
- Manage paid content for large client base
- Create infographics and other creative assets
- Create & edit video Q&As
- Create monthly podcast episodes
- Maintain & update website content
- Manage freelance writers, editors & researchers

Executive Assistant & Office Manager

The Fried Firm | June 2015 - Dec 2019

- Editor & writer for newsletter and blog
- Managed freelance writers
- Proofed in-house copy and legal documents
- Social media management
- Invoicing and hiring

Editor & Social Media Coordinator

ParksByNature Network | April 2014 - June 2015

- Editor and writer for blogs
- Social media management
- Researcher and writer for mobile app content
- Marketing team support: press releases, email marketing, user surveys, and presentation materials

Production Associate

Cision Global Analysts | April 2013 - April 2014

- Prepared & assessed data for client reports
- Managed media impression data
- Resolved data issues with outside vendors

EDUCATIONAL HISTORY


University of New Hampshire

- M.F.A. Writing | 2011
- B.A. English | 2007

CONTACT ME AT

 Eliot, ME 03903

 jessica.feldman211@gmail.com

 603-609-5360

 www.jessfeldman.com

 @jcfeldman

SKILLS SUMMARY

●●●● Content Creation

●●●● Project Management

●●●● Strategy & Ideation

●●●● Team Management

●●●● Creativity

●●●● Adaptability

CERTIFICATIONS

 Hubspot Academy
Inbound Marketing

 Lynda.com
Online Marketing Foundations

 Google
Google Analytics for Beginners