

BONNY BRANDIS

Writer Editor

bonny.brandis@gmail.com

(566) 120-8164

123 Maple Street, Hartford, CT 06103



PROFILE

Dedicated Writer Editor with 1 year of experience in creating and refining content across various platforms. Skilled in researching, writing, and editing materials while adhering to style guidelines and deadlines. Demonstrates strong attention to detail and a passion for storytelling. Committed to continuous improvement and professional growth in the writing and editing industry.

LINKS

[linkedin.com/in/bonnybrandis](https://www.linkedin.com/in/bonnybrandis)

SKILLS

Proofreading

Copyediting

Fact-checking

SEO optimization

InDesign proficiency

Content curation

Google Docs mastery

LANGUAGES

English

Hindi

HOBBIES

Reading and analyzing literature
Creative writing (poetry, short stories, etc.)

EMPLOYMENT HISTORY

Senior Writer Editor at Cummings Editorial Services, CT

Feb 2023 - Present

- Successfully increased the company's client base by 30% within two years through targeted marketing campaigns and consistent high-quality content delivery, contributing to a 25% growth in annual revenue.
- Streamlined the editorial process by implementing advanced proofreading and editing tools, resulting in a 40% reduction in project turnaround time and a 20% increase in overall team productivity.
- Led a team of junior writers and editors in creating a comprehensive style guide for the company, which improved overall content consistency by 50% and significantly reduced the need for extensive revisions.

Writer Editor at The Word Factory, CT

Aug 2022 - Jan 2023

- Increased web traffic by 40% within six months through the creation and implementation of a dynamic content strategy, resulting in a significant boost in ad revenue and user engagement for The Word Factory.
- Managed a team of 5 writers and editors to produce high-quality content for clients, leading to a 25% increase in contract renewals and a 15% rise in new client acquisitions within one year.
- Developed and executed an editorial calendar that streamlined content production, reducing project turnaround time by 30%, and improving overall team efficiency and productivity.

EDUCATION

Bachelor of Arts in English and Communications at University of Connecticut, Storrs, CT

Sep 2018 - May 2022

Relevant Coursework: Literary Analysis, Creative Writing, Communications Theory, Intercultural Communication, Media Studies, Rhetoric, Public Relations, Journalism, and Digital Media Production.

CERTIFICATES

Society for Editors and Proofreaders (SfEP) Professional Membership

Jul 2021

Certified Professional Technical Communicator (CPTC)

Sep 2019