

Gwen Davis

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SUMMARY

- 10+ years of writing and editing experience, including corporate communications and newspaper journalism.
- Developed and produced strategic communications for several Fortune 500 companies in the Seattle area.
- Collaborated with executives to design and implement new marketing communications, strategies and projects.
- Wrote 300+ news and feature stories for 20+ daily, weekly and monthly newspapers and magazines.
- Proficient in Adobe Creative Suite, Microsoft Office Suite, web design, video creation, social media and SEO.

EXPERIENCE

Corporate Communications Copywriter | **Self-Employed** | October 2013 – Present

- Wrote and edited proposals, case studies, blogs, web content, SOWs, white papers, newsletters and articles.
- Collaborated with executives to design and implement marketing strategies; managed social media platforms.
- Clients: Alaska Air Group, Deloitte Digital, SolutionsIQ, AIM Consulting, Hartman Group and Community for Youth.

Newspaper Journalist | **Pacific Publishing Co., Robinson Newspapers, Sound Publishing** | January 2006 – Present

- Produced 300+ articles for 20+ daily, weekly and monthly newspapers and magazines, on a freelance basis.
- General-assignment reporter covering all beats: health, technology, business, politics, research, education, etc.
- Wrote hard news and features; met over five article deadlines per week; adhered to AP Style; columnist.

Writing Lab Tutor | **South Seattle College** | March 2017 – February 2018

- Tutored college students one-on-one with writing and editing academic research papers and essays.
- Assisted students in the full range of disciplines, from English to biology, from history to business.
- Managed lab administration, including scheduling appointments and providing computer support.

Social Media Consultant, Mentor, Leadership Team | **Community for Youth** | August 2010 – September 2017

- Managed social media, emceed events, coordinated donations, developed curriculum and provided training.
- Wrote web content, produced branding guidelines, and created standardized decks and presentations.
- Worked one-on-one with high school students from Seattle's most challenged inner-city schools.

Editorial Intern | **Seattle Weekly** | June 2005 – September 2005

- Wrote several news articles for publication on topics including education, health care and entertainment.
- In weekly editorial staff meetings, contributed to lead story organization and development.
- Assisted staff writers in researching, proofreading, editing, fact checking, transcribing and managing databases.

GED Tutor | **King County Jail** | March 2011 – December 2013

- Tutored jail inmates one-on-one on all parts of the GED test, to enable acquisition of the GED degree.
- Empowered 12+ inmates to acquire the GED degree.

EDUCATION

- **Bachelor of Arts in Communication: Journalism with College Honors | University of Washington, Seattle**

COMPUTER SKILLS

Microsoft Word, PowerPoint, Excel, Access, Outlook, SEO, HTML, SALSA, WordPress, Adobe Photoshop, Dreamweaver, InDesign, Illustrator, Acrobat, iMovie, MovieMaker, SoundSlides, Audacity, Gimp, Scrumworks and social media apps.