

Joyce Turner

Eager junior copy editor with nearly two years of experience optimizing digital content across web and social media platforms. Quick learner who excels in refining web copy to meet leadership expectations. Equipped with a Google Analytics Certification and a B.A. in English.

CONTACT

-  (123) 456-7890
-  email@example.com
-  Portfolio
-  San Jose, CA

EDUCATION

B.A. in English
Columbia University, New York, NY
June 2023

KEY SKILLS

- Technical writing
- Version control
- Metadata management
- Documentation standards
- Staff training

PROFESSIONAL EXPERIENCE

Junior Copy Editor | Adobe Systems, San Jose, CA
July 2013 – Present

- Edit and optimize approximately 3,000 words per day to improve content readability
- Ensure all marketing materials and web content adhere to AP style and company guidelines
- Collaborate with 25 content creators weekly, providing constructive editorial support
- Increased web traffic by 10% in 2023 through metadata optimization

Editorial Intern | Columbia Journalism Review, New York, NY
January 2023 – June 2023

- Supported the editorial process for 50+ feature articles
- Maintained and updated the publication's archives for research purposes
- Helped grow the publication's social media following by 5,000 through targeted campaigns