

## SKILLS

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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)
- Familiarity with style guides/formats such as MLA, Chicago, APA, etc.
- Knowledge of product lifecycle processes and workflow
- Attention to detail and ability to work promptly to a deadline
- Other skills pertaining to the following: Google Suite, Adobe Suite, Final Cut Pro, Final Draft, Copyediting, Google Analytics, Project Management, Research Capabilities

## PROFESSIONAL EXPERIENCE

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**Technical Writer/Editor** – General Atomics Aeronautical Systems, Inc., San Diego, CA 9/2017 to Present

- Edit and maintain manuals for use by the United States Army and United States Air Force (USAF) in adherence to internal and external style guides
- Regularly collaborate with other editors, writers, team leads, and product control representatives to establish an open dialogue and create quality content
- Train and mentor incoming editors and writers
- Develop and implement editing standardization/training across the Product Support Engineering department

**Junior Counselor Coordinator** – UCSD Recreation, San Diego, CA 7/2017 to 9/2017

- Headed the Junior Counselor program for high school volunteers
- Developed, submitted, and implemented weekly age-specific group activities
- Assisted in general administrative duties including customer service, e-mail communications, and event planning

**Marketing/Teaching Fellow** – MASA, Petach Tikvah, Israel 9/2016 to 7/2017

- Managed social media accounts for MITF Petach Tikvah/Rishon Lezion
- Developed and implemented social media campaigns
- Shot and edited photos on a variety of platforms
- Generated written web content, such as blog posts and e-mail marketing
- Social media analytics and reporting

**Jr. Social Media Coordinator** – Motivate Inc., San Diego, CA 6/2016 to 9/2016

- Attracted and interacted with virtual communities and networks users to grow organization segment database
- Researched and grew target specific influencer verticals
- Supported Influencer onboarding recruitment
- Communicated with influencers and introduced them to Motivate's campaigns
- Created reports and creative content for clients

**Social Media Manager/Jr. Copywriter** – ALS Group, Inc., Pomona, CA 4/2016 to 6/2016

- Developed and implemented engaging social media campaigns
- Managed community outreach and interacted with fans/followers/subscribers
- Created weekly reports on trends using social analytics tools
- Wrote creative copy for ads, banners, brochures, product descriptions, and blogs
- Copywriting and scheduling for company-wide projects

## ADDITIONAL ACTIVITIES

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- English language tutoring and SAT prep tutoring
- Languages: Fluent Russian, Elementary Hebrew, Elementary Spanish
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## EDUCATION

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- **English Literature, B.A.**, California State Polytechnic University, Pomona 9/2012 to 6//2016
  - **Minor in TESL (Teaching English as a Second Language)**