

Andie Davidson

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PORTFOLIO: andiedavidson.com **BLOG:** lostinwanderland.net

Detail-oriented, organized editor/writer with over four years of experience evaluating and editing content and liaising with writers to produce polished, compelling material. Adept at juggling diverse tasks, managing extensive information and material, and prioritizing to keep projects on track and meet deadlines in fast-paced environments. Eager to utilize organizational and editing skills in publishing editorial assistant capacity to support in acquiring and creating thought-provoking works.

KEY SKILLS

Editing & proofreading | Copywriting | Research | Fact-checking | AP & Chicago stylebooks
Microsoft Word/Excel/PowerPoint

Social media marketing | CMS proficiency, including WordPress/Drupal/HubSpot

- * Clearly and diplomatically communicating alterations and updates to writers
- * Collaborating with a team and communicating across departments for project cohesion
- * Strong time management, expert at tracking project elements and ensuring deadlines are met
 - * Flexible and adaptable, able to take on diverse tasks and learn quickly
- * Self-directed and proactive, accustomed to working independently as well as with others

WORK EXPERIENCE

Freelance Editor & Copywriter

February 2018 – present

- Edit fiction and nonfiction manuscripts for editorial services firm Elite Editing
- Write content for blogs, publications, social media, webpage copy, and product copy
- Revise digital and print content for mechanical errors, readability, accuracy, continuity, and brand voice
- **Previous projects include:**
 - Copyedited all text and checked dates/holidays/facts in 12 calendars for Anthropologie
 - Created research portfolio for client developing CRM system for caregivers—compiled research and bibliography from over 20 sources and summarized key trends, market insights, and conclusions
 - Edited 33-page issue of *Children's Hospitals Today* magazine for mechanics and accuracy

Editor & Digital Strategist / Jennings Social Media Marketing, Overland Park, KS

February 2018 – November 2019

- Reorganized editorial pipeline to produce high-quality, timely content—created client-specific and general style guides and established schedule and tracking system for writing and editing
- Edited content for blogs, Facebook, Twitter, Instagram, LinkedIn, and email for 20 clients across diverse industries, including technology, automotive, medical, health and wellness, beauty, and transportation
- Ensured all copy was readable and error free, adhered to AP style, and fit client voice
- Worked with three to five writers to provide feedback and maintain production schedule
- Collaborated with JSMM team and clients to create original content and innovative features to further engage audiences and grow brands

Research Assistant / Center for Programs in Contemporary Writing, Philadelphia, PA
July 2015 – November 2017

- Conducted research for CPCW Director/English professor Al Filreis' book, *1960: When Art and Literature Confronted the Memory of WWII and Remade the Modern* (Columbia University Press)
- Transcribed Kelly Writers House event panels and interviews

Contributing Writer / *Philly Current* magazine, Philadelphia, PA
November 2015 – January 2017

- Interviewed and wrote one to two articles per issue about innovative Philadelphians

Seasonal Copywriter / Anthropologie, Philadelphia, PA
June – September 2016

- Researched products/brands and wrote product names, creative descriptive copy, and artist bios for over 150 items for Anthropologie website
- Proofread web and catalog copy for mechanical errors
- Administrative duties such as QA of web copy, indexing website pages and products, and managing spreadsheets
- Liaised with buying and merchandising teams to procure product information

Features Editor & Staff Writer / *The WALK* magazine, Philadelphia, PA
September 2013 – May 2015

- Wrote one feature article per issue for biannual fashion magazine
- Edited five to eight articles per issue and liaised with writers regarding alterations
- Proofed 10-12 Features section final pages, checked formatting, and designed page layouts in InDesign

Editorial Intern / *Jacket2* magazine, Philadelphia, PA
June – August 2014

- Edited longform articles for mechanical errors and AP stylebook compliance
- Corresponded with contributors for article feedback and to coordinate submissions
- Administrative tasks such as photocopying documents and organizing book deliveries

EDUCATION

University of Pennsylvania, Philadelphia, PA
Bachelor of Arts: English & Creative Writing

2011–2015

INTERESTS

- * **Blogging** – I run a personal blog focused on exploring and discovering unique places, people, stories, and history around me.
- * **Reading** – I particularly love historical fiction and fantasy and have an unwieldy to-read list and an addiction to collecting vintage/antique tomes.
- * **Travel** – I travel as much as I can and love to learn about the history, daily life, and culture of new places and discover their hidden secrets.
- * **History** – A proud history nerd, I devour articles, books, and podcasts about times past and explore voraciously through travel and museums.
- * **Flute** – I have played the flute for almost 20 years and enjoy international folk songs and baroque music.