

# Shannon E. Curtis

se.curtis9@gmail.com

540-487-8677

## Education

Bachelor of Arts in Literature

Mary Baldwin College, Staunton, Virginia

May 2009

## Experience

**APPROVED COLLEGES; Harrisonburg, VA — March 2013 – April 2014**

**Copywriter and Copy editor**

- Produced and edited content and copy for both general and marketing purposes.
- Wrote and edited articles for the blog and social media.
- Added creative input concerning design, branding, and social media presence.
- Created strategies for marketing and media content.

**FREELANCE; Staunton, VA — June 2011 – Present**

**Writer / Editor**

- Assisted public relations, media, and marketing strategists develop social media campaigns.
- Used editing and writing skills to check spelling, grammar, and general clarity of advertisements, “tweets”, social media updates, and other forms of communications.
- Restructured, improved, and strengthened the “messaging” and “identity” of companies.

**INDIESCREEN CINEMA; Brooklyn, New York — July 2010 – April 2011**

**Public Relations Representative / Personal Assistant / House Manager**

- Responsible for writing and editing the weekly newsletter email: provided publications as well as the community with scheduling, special events, etc.
- Composed film reviews and descriptions of events, film festivals, parties, etc. for general and professional consumption.
- Consulted with owners regarding brand identity and general theme, look, and feeling of business.

**VISULITE CINEMA; Staunton, Virginia — March 2009 - April 2010**

**Manager**

- Entrusted with the daily function of the theater (mechanical, inventory, employee relations, light accounting, etc).
- Coordinated communications between owner and supply vendors (Coca-Cola, film distributors, etc).
- Demonstrated ability to supervise other employees (hiring, scheduling, and training).

## Skills

Able to handle multiple tasks, to work well with others, to follow through and up on assignments; has critical thinking skills and leadership qualities; detail oriented; adaptable to deadlines, high pressure situations, and out of the box scenarios; experienced with Microsoft Works, Adobe Photoshop and Illustrator, and both Mac and PC systems. Has acquired deep knowledge of books, films, and history.