

# Angie Bachara

Email: awritersink@gmail.com

Location: Portland, Oregon

## Objective

To obtain a position using my writing and editing experience technically and creatively in either a marketing or media field, within a company that supports creativity and growth.

## Education

Bachelor of Arts in English Discourse, Eastern Oregon University, La Grande, Oregon

## Skills

- Clear and Concise Writing/Editing
- Outstanding Organization
- Self-Motivated
- Excellent on Solo or Team Projects
- Efficient and Creative
- Forward Thinking
- Positive Attitude
- FTP Fluent
- Microsoft Word/Excel/Access
- Adobe CS3
- Open Office
- HTML
- MAS 200
- MAC or PC

## Professional Experience

### **10/2007 – Present – Freelance Copywriter – A<sup>2</sup> Media, Gresham, Oregon**

- Freelance copywriting and copyediting for various businesses and non-profit organizations.
- Projects include grant writing, advertisement, press copy, web copy, editing, and proofing.

### **6/2007 – 9/2008 – Print Coordinator / Copywriter – Nutrition Now, Inc., Vancouver, Washington**

- Managed concurrent print projects of various marketing and merchandising materials for the Marketing Department. Working with Sales, Design, and Production, I maintained appropriate inventory levels of printed materials.
- Coordinated receipt and approval of proofs, purchase orders, requests for quote, and authorizations to receive so that all were up-to-date and on time in accordance with production schedules, print specifications, and cost analysis reports for internal budget approval.
- Maintained contact with print vendors to order inventory and complete quality projects on time.
- Relied on experience and judgment to plan and accomplish goals
- Doubled as a copywriter to write, edit, and proof print and radio ads, press releases, labels, boxes, brochures, pallet graphics, and a multitude of other media. My most recent accomplishment was to more effectively coordinate a print schedule, saving our company a significant amount of money.

### **3/2006 – 6/2007 – Advertising Copywriter – TDM, Inc., Portland, Oregon**

- Managed over 250 client accounts, writing their on hold advertising and making sure that they were provided with excellent customer service. Daily tasks included research, copywriting, building client relationships, and maintaining their on hold systems.

### **11/2005 – 3/2006 – Marketing Assistant – BolyWelch Staffing Services, Portland, Oregon**

- Temporary marketing assistant for various positions. Companies: Walsh Construction, Sulzer Pumps, Moberg Fireplaces.

### **3/2005 – 4/2005 – Marketing Assistant – Mortgage Trust, Portland, Oregon**

- Created a filing system, database, and marketing materials for a senior loan officer.

### **6/1999 – 6/2000 – Editor-in-Chief – The Voice, Eastern Oregon University, LaGrande, Oregon**

- Managed staff of 20 including four associate editors, photo manager, production manager, and 14 writers.
- Coordinated budget, printing, advertising, planning, writing, and editing processes of the newspaper.
- Word processing, PageMaker, Ad Design, and Copy Layout.