

Angie Bachara

Email: awritersink@gmail.com

Phone: (503) 806-2689

Location: Portland, Oregon

Objective

To obtain a position that employs my writing, editing, research, planning, and organization skill technically and creatively in a marketing or media field, with a company that supports creativity and growth.

Education

Bachelor of Arts in English Discourse

Eastern Oregon University Class of 2001 - La Grande, Oregon

GPA: 3.2

Professional Accomplishments

- Key member of the volunteer grant editing team for a local pastor, ultimately successful in winning the Lilly Foundation's Clergy Renewal Sabbatical Grant, 2006.
- Successfully managed over 250 business clients' on-hold marketing accounts for TDM, Inc., delivering quality and timely research, writing, and editing, 2007.
- As Editor-in-Chief of The Voice, the newspaper took 6 awards for the 1999-2000 Oregon Newspaper Publishers' Association Collegiate Newspaper Contest.

Skills

- Microsoft Word/Excel/Access
- Adobe CS3
- PC and MAC
- FTP Fluent
- Content Management, Web Design, HTML
- Clear and Concise Writing/Editing
- Outstanding Organization & Multi-tasking
- Excellent on Solo or Team Projects
- Efficient and Creative
- Flexible and Quick Learner

Related Experience

07/2009- Present - Executive Assistant, Sales - New West Technologies, Inc., Portland, Oregon

- Managing lead flow, opportunity progress, and assisting in the closing and completion of software and hardware sales. Heavy involvement in customer, employee and vendor communication and notification. Preparing quotes, proposals, and partner contracts.
- Participation in software demonstrations and executive meetings, and involvement in project coordination with the Administrative, Technical Support, Development, and Sales teams.
- Mining and analysis of data
- Writing and editing various marketing pieces.

10/2007- Present - Freelance Copywriter - A² Media, Gresham, Oregon

- Writing, editing, and proofreading of marketing, publicity, web, grant, and news copy for a variety of businesses and non-profit organizations. Projects include manuscripts, annual reports, brochures, employee and customer communications, and reference manuals.
- Precise portrayal and review of text, images, and other content to ensure consistent, accurate, and clear expression of information. Editing and proofing for grammar, spelling, punctuation, and syntax. Use of editorial references, guides, and independent research as necessary to verify content.
- Producing quality documents, regardless of format. Consistently meeting deadlines and company standards.
- Programs Used: MS Office Suite, Adobe CS3, FTP.

6/2007-9/2008 - Print Coordinator / Copywriter - Nutrition Now, Inc., Vancouver, Washington

- Managed concurrent print projects of various marketing and merchandising materials. Working with Marketing, 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.
- Involved with writing, editing, and proofing of print and radio ads, press releases, labels, boxes, brochures, pallet graphics, and a multitude of other media. Managed layout, content and production of monthly company newsletter.

(cont.)

- Managed project files and deadlines, and researched content for a variety of applications.
- Proofread the work of others for grammar, spelling, punctuation, and syntax.
- Programs used: Acrobat, Word, Excel, MAS200 Inventory Management, FTP.

3/2006- 6/2007 - Advertising Copywriter/Account Manager - TDM, Inc., Portland, Oregon

- Managed over 250 client accounts, writing their on hold advertising and making sure that they were provided with excellent research, copywriting, editing, voicing, and customer service. Gained experience writing for a variety of industries: forest products, heavy machinery, auto dealers, retailers, retirement homes, and more.
- Followed company standards and procedures so that all writing, editing, and research conformed to the accepted formats. Performed independent research to verify data and increase content of factual material. Edited the work of others for content, clarity, and grammar. Routine client correspondence was clear and direct.
- Programs used: Word, Excel, Access, FTP, Explorer.

11/2005-3/2006 - Marketing Assistant - BolyWelch Staffing Services, Portland, Oregon

- Contract marketing and project assistant involved in writing and editing a variety of media and functioning as a utility player for various company needs. Companies include: Walsh Construction, Sulzer Pumps, and Moberg Fireplaces.
- Administrative tasks, organization, multi-tasking emphasized.

3/2005 -4/2005 - Marketing Assistant - Mortgage Trust, Portland, Oregon

- Created (wrote and designed) marketing materials, compiled database, and organized filing system for a senior loan officer. Contract position.

6/2001-1/2005 - Employed Full-Time - Unrelated Experience

8-2000-3/2001 - Regional Reporter - The East Oregonian, Pendleton, Oregon

- Reported news and features about Union County region for the Sunday edition of the EO. Short-term position while attending EOU as a full-time student.
- Writing, editing, and proofreading were key components, as well as maintaining newspaper style and expectations. Writing and reviewing copy to ensure consistent and accurate portrayal of information, as well as correct grammar, spelling, and syntax.

6/1999-6/2000 - Editor-in-Chief - The Voice, Eastern Oregon University, La Grande, Oregon

- Managed staff of 20 including four associate editors, photo manager, production manager, and 14 writers to produce a bi-monthly student newspaper, while attending EOU as a full-time student.
- Maintaining university standards and procedures, as well as sticking to budget and vision were key responsibilities. Planned layout and content, conducted meetings and research. Responsible for appropriate format and style. Used reference materials to ensure accuracy and to verify factual information. Edited copy for clarity, ensuring accuracy of grammar, spelling and punctuation. Provided edit markup of copy to associate editors for revision. Source of guidance and advice for staff members.
- Programs used: MS Office, PageMaker, Photoshop.

12/1998-6/1999 - Sports Writer - The Voice, Eastern Oregon University, La Grande, Oregon

- Researched, interviewed, and wrote articles covering a variety of sports, including player features, game coverage, and statistics, while attending EOU as a full-time student.
- Promoted to Editor-in-Chief after only six months as a writer.

References Available Upon Request