

# CAITLIN RAMIREZ

## WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/caitlinramirezbell/>
- <https://caitlinramirez-bell.journoportfolio.com/>

## PROFESSIONAL SUMMARY

Talented Managing Editor offering a 6-year background in creative copywriting, editing and directing projects for online magazine platforms. Skilled communicator adept at collaborating effectively and cohesively with multidisciplinary teams and contract professionals. Maverick when it comes to learning new style guides.

## SKILLS

- Content Editing
- Freelancer Coordination
- Google Suites
- WordPress
- Monday.com & Trello
- SEO Familiarity - AHREFS & Moz
- Content Writing
- Canva
- Slack

## WORK HISTORY

### SENIOR MENTAL HEALTH TECH EDITOR 12/2021 to 01/2024

#### Choosing Therapy

- Utilized SEO best practices, WordPress, Canva, Monday.com, Trello, and Slack.
- Managed a four-person team since 2023.
- Participated in team meetings to discuss the direction and style of product review articles.
- Coordinated with medical reviewers and editors to ensure accurate information is being published.
- Evaluated employee performance and conveyed constructive feedback to improve skills.
- Wrote and created content for various topics and mediums.
- Checked reference sources to verify dates, facts and statistics.
- Researched topics to create accurate and engaging content.
- Led and managed multiple projects from conceptual stage through to launch.
- Provided concise and constructive editorial feedback to writers to improve article writing.

### SENIOR STAFF WRITER 01/2019 to 03/2022

#### Trill! Magazine, UK

- Utilized WordPress, Canva, and Slack to complete projects and communicate with editors.
- Crafted SEO-friendly content for websites and blog posts to increase organic traffic.
- Chose cover photography or artwork, selected fonts and arranged designs to attract target readership.

- Created content for websites and online publications.
- Composed original written material for various types of publications and submitted for approval by supervisor, editor or publisher.

**CONTRIBUTING WRITER** 06/2017 to 08/2019

**POPSUGAR**

- Researched and analyzed newsworthy events, trends and issues.
- Created informational copy and blog posts for company in publishing industry.

**ASSISTANT EDITOR** 07/2018 to 03/2019

**MovieBabble**

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**EDUCATION**

**Arizona State University**, Tempe, AZ

**Master of Arts**, English, 12/2021

**Arizona State University**, Tempe, AZ

**Bachelor of Arts**, Secondary Education - English, 05/2008

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**PUBLICATIONS**

- Published over 30 articles with Choosing Therapy on product and service reviews.
- Published works to the POPSUGAR Family, Fitness, and Entertainment pages.
- Articles published with The List, Trill! Magazine, and Scary Mommy