

Jenny Carrillo

Writer ♦ Editor ♦ Dungeon Master
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LITERARY & EDITORIAL EXPERIENCE

Tipping Point Media, Malvern, PA — *Creative Copywriter*

FEBRUARY 2020 – PRESENT

- ❖ Created copy for company and client websites, company sales materials, and company/product advertisements
- ❖ Edited and performed quality control (QC) on storyboards and final print materials, checking for typographical errors, communication clarity, and medical/legal correctness
- ❖ Crafted narrative elements for gamified learning, patient experiences, and other storytelling endeavors for training and marketing purposes

Williams Lea Tag, Wheeling, WV — *Legal Proofreader*

SEPTEMBER 2018 – FEBRUARY 2020

- ❖ Outsource legal proofreader for the international lawyers at Shearman and Sterling LLP
- ❖ Proofread documents for typographical errors, grammar and translation issues, consistency between documents, and Blue Book styling, as well as checking cross-references, legal definitions, and citations

Books-A-Million, Monaca, PA — *Lead Bookseller and Games Master*

JUNE 2017 – SEPTEMBER 2018

- ❖ Managed finances and delivered point-of-purchase sales objectives
- ❖ Organized and operated monthly customer engagement events
- ❖ Optimized sales floor displays based on bestseller trends
- ❖ Delivered quality customer service and recommended additional sales based on customer interests

EDUCATION

Full Sail University, Winter Park, FL — *Creative Writing for Entertainment, MFA*

GRADUATED FEBRUARY 2017

- ❖ Class Valedictorian

Full Sail University, Winter Park, FL — *Creative Writing, BFA*

GRADUATED NOVEMBER 2015

- ❖ Winner of 3 Course Director Awards
 - Literary Techniques and Story Development – June 2014
 - Literary Genre II: Horror, Mystery, and Suspense – December 2014
 - Creative Writing Industry – April 2015

SKILLS

- ❖ Storytelling and World-Building
- ❖ Editing and Proofreading
- ❖ Experience using Microsoft Office Suite and Google Workspace
- ❖ Experience learning and utilizing specialized software like EagleEye, Final Draft, and Articulate RISE360 to deliver final products based on client needs
- ❖ Comfortable working in collaborative environments and incorporating feedback
- ❖ Able to utilize new technology to create transmedia and multimedia experiences
- ❖ Able to perform research and apply analytics and optimizations