

Rachel A. Fieler

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SUMMARY OF QUALIFICATIONS

- ◆ Highly organized and detail-oriented self-starter
- ◆ Skilled and eloquent writing, editing, and proofreading
- ◆ Innovative eye for design and talent for replicating distinctive artistic styles
- ◆ Proficient in conducting comprehensive research on complex and varied topics
- ◆ Amiable team player proficient in mediating difficult situations and navigating different personalities
- ◆ Adept at working under pressure, problem-solving, and identifying and implementing creative solutions

EXPERIENCE

The Digital Intellect

2019 – 2019

Content Marketing Manager

- ◆ In-house SEO content management, creation, and strategizing
- ◆ Assistance with branding projects including but not limited to graphic design and social media
- ◆ Copywriting, editing, image research, and maintenance for client websites and business blogs
- ◆ Copywriting and editing responsibilities including but not limited to blogs, site pages, and social media
- ◆ Assistance with internal linking, external linking, page optimization, and backend site error cleanup in WordPress as needed

Lumiere Healing Centers

2018 – 2019

Marketing Copywriter and Social Media Manager

- ◆ In-house written/visual content creation and strategizing
- ◆ Management of WordPress blog for the parent company and its subsidiaries
- ◆ Copywriting responsibilities including but not limited to blogs, site pages, and press releases
- ◆ Management of Facebook, Twitter, Instagram, and LinkedIn accounts for the parent company and its subsidiaries
- ◆ Social media responsibilities including but not limited to posting and sharing original content, image editing, graphic design, content curation, and event creation
- ◆ Assistance with graphic design and backend SEO as needed

The Treatment Center

2017 – 2018

SEO Copywriter

- ◆ In-house SEO content creation and strategizing
- ◆ Thorough SEO keyword research and analysis
- ◆ Management of WordPress blog for the parent company and its subsidiaries
- ◆ Copywriting responsibilities including but not limited to blogs, site pages, newsletters, video summaries, and social media
- ◆ Assistance with graphic design, social media, and video projects

Green Group Studio

2015 – 2016

Copywriting Intern

- ◆ General office management and maintenance
- ◆ Client communications including phone calls, emails, and scheduling
- ◆ As-needed assistance for team members' graphic design, writing, and video projects
- ◆ Copywriting, editing, image research and maintenance for client websites and business blogs
- ◆ Illustrative graphic design, infographic design, and website icon design for medical practices, equestrian dressage, client newsletters, and more
- ◆ Detailed research for various client industries including home security and power services, professional cleaning services, vehicle towing services, and more

Daszkal Bolton LLP

2007 – 2008

Administrative Assistant / Clerical Assistant (High School Summer Job)

- ◆ General services for the Marketing and HR departments
- ◆ Inbound and outbound mail coordination, data entry, and billing
- ◆ Reception duties, client greeter, escorting clients to various offices
- ◆ File room management and organization, tax return, and financial statement processing
- ◆ Meeting coordination and setup including lunch & learn seminars, client conferences, and more

EDUCATION

Florida State University, Class of 2015

Bachelor of Arts in Studio Art

Concentration in Time-Based Media

Focus on Animation, Design, and Creative Writing

Florida Atlantic University

Women's Studies and Anthropology courses

Ringling College of Art & Design

Digital Photography I

Figure Drawing

Photoshop

SKILLS

- ◆ Accomplished in writing, graphic design, illustration, digital art, and fine art
- ◆ Highly adept in all Microsoft applications, including Word, PowerPoint, and Excel
- ◆ Proficient in Adobe applications, including Photoshop, Illustrator, InDesign, and Bridge

AWARDS & RECOGNITION

National Society of Collegiate Scholars

2012

FSU President's Award

2011 – 2013

Golden Key Honor Society

2011

National AP Scholar

2010