**Tracy Lords**  
Day job Ltd  
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**PERSONAL SUMMARY**  
  
A dependable and collaborative team player with a proven ability to write colorful, persuasive copy. Having impeccable grammar, strong editing skills and a long track record of writing technical, promotional, and advertising articles that make readers stop and think.   
  
Presently looking for a writing position with an employer that offers a dynamic environment, excellent growth opportunities and competitive earnings.  
  
**CAREER HISTORY**  
  
Publishing House  
FREE LANCE WRITER     -    May 2008 - Present  
Commissioned by publishers or agents to write articles for their publication. Also responsible for developing content for a range of communications channels, including intranet, email, newsletters, blogs, video scripts, and podcasts. As well as being responsible for all other duties as assigned by editors and senior management.  
  
Duties:

* Writing articles for websites, newspapers and magazines.
* Researching factual information.
* Completing assignments for a complete story, play, or book.
* Performing quality assurance testing on written articles.
* Modifying copy until clients and editors are satisfied.
* Occasionally interviewing people face to face or over the phone.
* Ensuring legal and regulatory accuracy and compliance, by liaising with relevant and appropriate legal departments.
* Making sure that any written content is truthful and complies with advertising codes of practice.
* Creating work schedules.
* Writing assignments for electronic media.
* Contributing articles to social media outlets.
* Contacting sources for information or possible stories.
* Writing up presentations.
* Adhering to editorial style guidelines.
* Reporting findings in an accurate manner.
* Producing and editing a wide range of  clear and effective sales collateral.
* Having strategy meetings with editors.
* Attending press events.
* Actively interrogate databases / charts / reports for relevant facts.

**PROFESSIONAL EXPERIENCE**  
  
Writing abilities:

* Strong command of the English language.
* Can write both fiction and factual articles.
* Having extensive literary skills to develop interesting themes and storylines.
* Ability to work to tight deadlines.
* Excellent word-processing skills.
* Can appropriately obtain and utilize reference material.
* Rewriting and revising work.
* Meeting and negotiating with publishers and agents about literary work and their requirements.
* Skill in writing for websites and blogs.
* Liaising with printers, artists and designers to confirm page, picture or illustration should look.
* Experienced technical author.
* Ability to manage multiple projects simultaneously and meet deadlines.