

LIZZIE SHORT

978-618-8265

Elizabeth.Short.12@gmail.com

Brooklyn, NY

www.linkedin.com/in/lizzie-short-writer

Effective and versatile communicator with 5+ years of experience writing for diverse audiences with a strong background in education and instructional design.

EXPERIENCE

Writer/Editor, MindEdge Learning

2020-present

- Write and edit courses on project management; conduct research, create and organize course content, develop games, compose scripts for videos, cast videos, and write exam and review questions.
- Launched [PM Skills](#), a new suite of project management courses; built 4 new courses and edited 3 courses in 7 months.
- Edit simulation courses, write blog posts as needed, and develop narrative learning content.
- Wrote, produced, cast, and directed two short educational films.

Writer/Editor, Kristen Sweeney Consulting

2019-2020

- Wrote 2-3 blog posts per week, wrote web content, articles, and testimonials, and wrote and executed social media (Instagram, LinkedIn, and Facebook) for clients in a range of industries including medicine, business coaching, financial advising, education, public relations, and accounting.
- Edited articles and PowerPoint presentations for content, clarity, grammar, and sentence structure.
- Developed and executed social media strategy for clients (emails, landing pages, social media pages).

Tour Guide, The Freedom Trail Foundation & Working Actor

2017-2020

- Led school groups, private organizations, and public groups on tours of the Freedom Trail.

Writer/Producer (Contract), Detour

2017-2017

- Researched, wrote, produced, and project managed the company's most popular Boston audio walking tour using cutting-edge geolocation technology.

Reporter and Social Media Intern (promoted to Correspondent), NewBostonPost

2015-2016

- Pitched, researched, and wrote articles, op-eds, listicles, blog posts, and scripts for video.

Political Aide, The European Parliament

2013-2014

- Researched, wrote, and edited speeches, papers, and questions to the European Commission on issues related to trade.

History Teacher, The Emma Willard School

2012-2013

- Taught history to 9th, 10th, and 11th grade students, focusing on teaching students how to write research papers and conduct research.

FREELANCE WRITING

- Published in *Spare Change News*, *The Boston Guardian*, *The NewBostonPost*, and *Hellogiggles*.

SKILLS & CERTIFICATIONS

- CAPM certification.
- Proficient in HTML, Wordpress, Medium, Mailchimp, LinkedIn, Facebook, Instagram, and iMovie.
- Proficient in Microsoft Word, Excel, PowerPoint, Google Drive, Google Docs, and Google Sheets.

EDUCATION

M.A., Partial, Middlebury Bread Loaf School of English

B.A., Dartmouth College

Studied literature, playwriting, and poetry.

Major: Classics. Minor: History