LAUREN SUZANNE COTTLE

WRITER & EDITOR

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EDUCATION

University of Chicago, M.A., 2021
Art History, curatorial studies, GPA 3.9
Belmont University, M.A., 2019
English Language and Literature, GPA 3.9
Austin Peay State University, B.A., 2017
English Language and History, summa cum laude, GPA 3.96
Presidents Emerging Leaders Program graduate

WRITING & EDITING EXPERIENCE

Verizon Connect, Rolling Meadows, IL (1/2023 - PRESENT)
Technical Writer & Consultant

- Develops creative communication strategies for new programs, enhancements, outages, and initiatives that impact various business units. Delivers messaging to internal business leaders.
- Assists in creating technical documents, manuals, and product descriptions. Responsible for developing and implementing messaging and collateral to impact and persuade a target audience.
- Creates weekly newsletters with product information, business updates, and customer stories

Study.com (10/2021 - 5/2023)
Freelance Lesson Writer

- Wrote and edited long-form lessons on topics in the humanities, history, and social sciences.
- Researched historical topics and met deadlines for article submission. Received and incorporated edits into the lesson.

Chicago Center for Contemporary Theory, University of Chicago (10/2020 - 6/2021)
Digital Media Assistant

- Planned, wrote, and designed social media content (Instagram, Facebook, Twitter)
- Captioned, edited, and prepared videos and audio files for publication on WordPress & YouTube
- Organized departmental data & composed emails for informational and upcoming event material

The All State newspaper, Austin Peay State University (8/2013 - 5/2017)
Managing Editor, staff writer

- Supervised a team of 40 writers and editors, led training week and conducted interviews
- Wrote and assigned features, news, and opinion articles to cover local art events and news
- Planned monthly workshops, advertising budget, and events to train staff members

COMMUNICATIONS EXPERIENCE

University of Chicago (8/2021 - 4/2022)
Writing Advisor

- Supported multiple classes, lead student workshops, held weekly office hours, and participated in the development of the program's curriculum

UBS (United Bank of Switzerland), Nashville, TN (1/2020 - 10/2020)
Client Services Representative

- Planned team marketing events and maintained marketing material to maintain relationships
- Assisted clients from 50+ companies with account maintenance and security

KEY COMPETENCIES

Written Communication
Graphic Design
Google Suite
Social Media Marketing
Project Management
Copy Editing
Internal Communications
Email Marketing
Adobe Creative Suite
Microsoft Office
Slack, Hootsuite, Constant Contact
Event Planning / Coordination