




Ashley Russell Padgett

PERSONAL DETAILS

Web  <http://www.Ashley-Padgett.com>
Contact  704.472.7857
Email  Ashley.Russell@alumni.unc.edu

EDUCATION

University North Carolina at Chapel Hill
BA in Journalism (Editing & Graphic Design)
and English, minor in Information Systems

EXPERIENCE

Creative Circle

September 2015 – Current

Fusion3 Design

December 2014 – Current

Social Media Delivered

October 2014 – September 2015

Brown Books Publishing

June 2013 – October 2014

TIPS Technical Publishing

January 2012 – June 2013

Blue & White Magazine

October 2011 – January 2013

Proofreader and Copy Editor

- Work with clients to proofread and copy edit materials in a variety of industries, ranging from brochures to trifolds to internal communications.

Social Media Marketing Consultant

- Map out marketing strategy with senior leadership and oversee implementation.
- Oversee social media platform design, content, and strategy.
- Monitor, listen and respond to users on social while cultivating leads and sales.

Social Media Manager

- Built, managed, and edited keyword rich social media content across multiple platforms for ten clients.
- Analyzed and proofed marketing materials, infographics, branded images, and newsletters.
- Brainstormed, reviewed, and revised company and client blogs.

Editorial Assistant

- Provided copy editing and line editing for manuscripts across a range of genres including fiction, biography, business, self-help, and children's.
- Proofread book interiors, covers, and e-books for style, grammar, punctuation, and consistency.
- Formatted and designed documents, book interiors, and press kits for production.
- Managed office activities, including scheduling and planning meetings.

Senior Publishing Intern




- Completed copy editing, composition, typesetting, art preparation, designing, indexing, and e-book creation.
- Experienced editing and working with multiple genres, including trade titles, history, travel, mystery, non-fiction, and paperback revisions.

Arts & Entertainment and Editorials Editor

- Created and maintained the style manual for the organization.
- Member of editorial team selecting article topics at monthly planning meetings.
- Delegated story ideas to writers and supported them throughout their writing process; edited articles for content and clarity.

PROFILE



 twitter.com/ashleyrussell13
 [ashley-padgett.com](https://www.behance.net/ashley-padgett)
 [linkedin.com/in/ashleyrussellpadgett](https://www.linkedin.com/in/ashleyrussellpadgett)

Hello! I'm Ashley, a freelance copy editor & proofreader based in Charlotte, NC.

A small town girl from North Carolina, Ashley spent a few years in Dallas enjoying the big-city life. Now she's returned to her roots as a North Carolinian. In her free time, she loves to travel. You'll find her jetsetting as many weekends of the year as she can. When she's not traveling the world, you'll find her curled up with a good book spending time with her dog, Willow.

SKILLS

Specialities

Copy Editing
Line Editing
Proofreading

Computer

Adobe InDesign
Adobe Illustrator
Adobe Dreamweaver
Microsoft Office

Knowledge

Chicago Manual of Style
AP Style Guide
Merriam-Webster

Hobbies

Reading
Traveling
Volunteering
Swimming