



ASHLEY PADGETT

Editor, Proofreader, and Quality Assurance Manager

Profile

Ashley Padgett spends her days proofreading ads, editing content, ensuring visual design continuity, managing quality assurance efforts, and keeping up with the Tar Heels. She started her journey in the publishing world, but since then, Ashley has worked for a variety of companies, from book publishers to advertising agencies to social media marketing organizations.

Skills



Contact

- 704.472.7857
- ashley.russell@alumni.unc.edu
- www.ashley-padgett.com
- Charlotte, NC

Interests

- Traveling
- Puzzling
- Reading
- Gaming

Experience

QUALITY ASSURANCE MANAGER, PROOFREADER, & EDITOR

Wray Ward | Charlotte, NC | 2016–Present

- Proofread, edit, and review all documents that leave the agency, including print and digital ads, proposals, video scripts, websites, email marketing campaigns, blog posts, press releases, flyers, and catalogs using internal and client brand standards to maintain visual and messaging consistency.
- Create and maintain comprehensive style guides and sheets for major home and building brands, including LEVOLOR, Moen, and VELUX.
- Develop and maintain internal quality assurance policies and procedures.
- Execute and coordinate digital QA processes, managing additional personnel as needed.

PROOFREADER & COPYEDITOR

Creative Circle | Dallas, TX | 2015–2016

- Worked with the world's largest privately owned, independent insurance brokerage firm to proofread and copyedit materials, ranging from brochures to trifold to internal communications.

SOCIAL MEDIA MANAGER

Social Media Delivered | Dallas, TX | 2014–2015

- Created, managed, and edited keyword-rich content across multiple platforms for ten clients.
- Analyzed and edited marketing materials, reports, graphics, and newsletters.
- Brainstormed, reviewed, and revised company and client blog posts to meet strict, time-sensitive deadlines.
- Finalized client proposals for senior management before submission.

EDITORIAL ASSISTANT

Brown Books Publishing Group | Dallas, TX | 2013–2014

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

SENIOR PUBLISHING INTERN

TIPS Technical Publishing | Carborro, NC | 2012–2013

- Completed copyediting, composition, typesetting, art preparation, designing, indexing, and e-book creation.
- Gained experience in editing and working with multiple genres, including trade titles, history, travel, mystery, nonfiction, and paperback revisions.

Education

BACHELOR OF ARTS IN ENGLISH & JOURNALISM

University of North Carolina at Chapel Hill | 2009–2013

References

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| Happy Carter
Production & Resource Director
Wray Ward
Phone: 704.332.9071 | Janet Harris
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Brown Books
Phone: 972.672.4968 |
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