

ELIZABETH STUMP

3614 Morningside Village Lane, Apt. G | Atlanta, GA 30340

ElizabethMStump@gmail.com | (336) 403-3460

<https://linkedin.com/in/elizabethstump/>

SUMMARY: Accomplished Communications Professional with an extensive background (14 years) in copyediting, copywriting, digital content creation, and social media management. Known for excellence and accuracy in all areas of responsibilities, including the ability to anticipate problems and proactively develop solutions. Possesses superb ability to lead projects and work both independently and in a team environment.

Additional attributes and accomplishments include:

- Expertise handling a range of clients – from legal firms, medical practices, and local businesses, to nonprofits, schools, and individual authors
- Outstanding verbal and written communication skills, fine attention to detail, and sterling organizational, leadership, time management, and problem-solving skills
- Ability to succeed in a fast-paced, high-pressure environment involving tight deadlines and simultaneous projects
- Driven to create and exceed goals that both enhance the team and improve self performance

EDUCATION:

Bachelor of Arts in English | May 2005 | Wake Forest University | Winston-Salem, North Carolina | Dean's List Honors

EXPERIENCE:

Editorial Director (Copy, PR, & Editing) | **Libby Munro Media** | Atlanta, GA | 2017 - Present

- Pitch, write, and edit press releases, blog posts, and articles for online and print publication (for businesses, legal firms, medical practices, and individual clients)
- Craft, edit, and manage digital content (including promotions, e-newsletters, Web site pages, and social media)
- Increase Internet media exposure for clients through creation of new Web site materials, e-mail marketing, social media account postings, and public relations outreach strategies
- Provide copywriting, editing, and PR consulting services for clients, and partner with their in-house marketing and content teams to promote community events and produce digital resources

Digital Content & Community Events Manager | **Libby Munro Media** | Atlanta, GA | 2015 - 2017

- Created, edited, and managed digital content (including promotions, e-newsletters, Web site pages, social media accounts, and community events)
- Managed membership databases and formulated engaging content for clients' online communities
- Coordinated community events strategy and executed sponsorship program, and oversaw all event/program logistics (including conference content, scheduling, promotional campaigns, contests/giveaways, shipping, staff training, booth logistics, and budget and contract management)
- Implemented social media marketing strategies
- Supervised media team (writers and PR staff) and assigned them to write engaging copy, led brainstorming/pitch sessions, maintained content calendar, and provided editorial support

Regulatory Communications Associate | **Precision for Medicine** | Bethesda, MD | 2013 - 2015

- Wrote and edited reports, regulatory submissions, and conference presentation material
- Developed research strategy databases for client projects
- Led communications campaigns to support strategy and messaging, including orchestrating events, executing sponsorship and promotional programs, and handling both content production and event logistics (e.g., scheduling, contests, budget, and staff training)

Public Relations, Copywriting, and Editing | **Libby Munro Media** | San Diego, CA | 2011 - 2013

- Wrote, edited, and disseminated press releases, business presentations, and media materials through print and Internet media
- Increased public relations presence for clients by 75% through new social media marketing strategies and e-mail marketing
- Created Web site digital content, blogs, and social media postings for clients
- Proofread, fact-checked, and copyedited articles and books for publication
- Trained external partners to speak on behalf of clients, and facilitated messaging

ELIZABETH STUMP

3614 Morningside Village Lane, Apt. G | Atlanta, GA 30340

ElizabethMStump@gmail.com |(336) 403-3460

<https://linkedin.com/in/elizabethstump/>

Assistant Acquisitions Editor | Springer Publishing Company | Manhattan, NY | 2009 - 2010

- Corresponded with authors regarding manuscript preparation, content development, and submission details
- Evaluated and edited all manuscript materials as they were submitted

Assistant Editor | Lippincott, Williams & Wilkins | Manhattan, NY | 2006 - 2009

- Researched, reported, and wrote features and reports for *Neurology Today* and *Neurology Now* publications
- Lead for proofreading, fact-checking, and editing of print and online articles

HONORS AND INVOLVEMENT:

Hearing Health Foundation, Magazine Staff Writer, Bethesda, MD | 2013 - 2017

- Researched and wrote articles in quarterly *Hearing Health Magazine*

Hearing Loss Association of America, Manhattan Chapter, NYC | 2006 - 2010

- Served as NYC Newsletter Editor in Chief
- Won 2009 Best Chapter Newsletter Award from HLAA

RELATED SKILLS/COURSEWORK:

- Proficiency in Microsoft Office suite; MS Word; Excel; PowerPoint
- Other Computing skills: InDesign; ACUMEN; Outlook; Internet; social networking; blogging; Familiarity with HTML and XHTML; Experience with membership database systems and online communication platforms.
- Trained in Written Communication format and structure: Chicago Manual of Style and APA Style
- Professional Courses: Women's Magazine Writing; Writing and Editing for the Web; Reinventing Print Content for the Web; Intro to Copy Editing; HTML Fundamentals

PERSONAL INTERESTS:

- Reading, hiking, soccer, volunteering, and art museums
-