

Elizabeth Orient

Creative professional seeking a career in writing and editing.

Location: San Diego, CA

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www.lizorient.com

EMPLOYMENT HISTORY

Freelance Writer & Editor

AUGUST 2017 - PRESENT

Offers professional writing and editing services in literary, technical, and business avenues. Proficient in manuscript proofreading and formatting. Staff writer for East County Magazine and San Diego Reader Magazine.

Administrative Assistant — *San Dieguito Equine Group*

JULY 2015 - PRESENT

Provides administrative and marketing support for a veterinary practice. Creates website content, writes company policies, edits procedural documentation, and designs technical spreadsheets.

Imaging Researcher — *University of California, San Diego*

JANUARY 2015 - JUNE 2015

Served as a research associate for the Alzheimer's Disease Cooperative Study. Responsibilities included database maintenance, cross-sectional and longitudinal analysis, and data portal development.

Database Assistant — *The Clarity Foundation*

OCTOBER 2014 - DECEMBER 2014

Worked in a nonprofit setting for an ovarian cancer organization. Prepared medical documents and recorded molecular profiling results. Developed an in-depth understanding of client relations.

EDUCATION

Editing Certificate — *University of California, San Diego*

SEPTEMBER 2017 - PRESENT

Pursuing an online professional certificate program in copyediting.

M.A. in Psychology — *San Diego State University*

AUGUST 2011 - AUGUST 2014

B.A. in Psychology — *University of California, Irvine*

AUGUST 2007 - JUNE 2011

CORE STRENGTHS

Content Creation

Marketing & Publication

Research/Development

Project Management

Administration

ADDITIONAL SKILLS

Style Guides

Chicago Manual of Style

Associated Press Stylebook

APA Publication Manual

Programs

Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Canva, WordPress, Google Docs/Drive, Asana, Slack, Basecamp, Skype

Operating Systems

Windows, Apple/Mac, Linux

Computer Languages

HTML and CSS

INTERNSHIPS

NJST Editorial Services

APRIL 2018 - PRESENT

AWARDS

Sally Casanova Scholar

Graduate Equity Award