

Mandy Ellis

Austin, TX

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Experience

Freelance Writer

March 2013-present

- **Hotel Reviewer** for Oyster.com, a TripAdvisor company
 - Research hotels all over the world, from budget to luxury accommodations
 - Evaluate photographer surveys of hotel and local area
 - Analyze professional photos of hotels and surrounding area
 - Create detailed and personable reviews while following the Oyster style guide
 - Determine “pearl” rating based on Oyster criteria/guidelines
 - Edit reviews and incorporate editorial feedback
- **Food Reviewer, Original Recipe Creator, and Article Writer** for the So Good Blog
 - Research, create, and cook recipes for the blog
 - Compose informed, personable, and SEO-friendly food blog posts
 - Review new food products
 - Compose breaking food news stories
 - Produce and edit recipe and product images
- **Product Description Writer, Buying Guide Writer, and Image Curator** for eBay
 - Research products online and through US and UK eBay websites
 - Create comprehensive product descriptions or guides by using language that inspires customers to purchase
 - Comply with the word limit
 - Adhere to a specific style guide and brand voice while utilizing SEO techniques
 - Incorporate editorial feedback and edit descriptions/buying guides
- **SEO and Marketing Article Writer** for Grammarly.com
 - Researched and wrote client-focused content while following detailed style guide
 - Utilized SEO techniques by mentioning and marketing Grammarly within articles
 - Incorporate editorial feedback and edit articles
- **Airline and Hotel Rewards How-to/Review Writer** for Reserve First Class.com
 - Research airlines and hotels as well as their rewards programs
 - Create informational and helpful articles on which airlines to fly and what hotels to book for the best value with miles and points in addition to a great stay
 - Research high-quality photos and edit photos

Technical Writer

DataSoft Corporation

October 2011-June 2014

- Define the layout and design for all company documents
- Compose, refine, and proofread documentation
- Maintain and manage new and on-going relationships with vendors
- Produce and manage promotional product images and videos
- Design custom packaging, labels, icons, overlays, and graphics
- Define and maintain company's instructional and promotional YouTube Channel

Writing and Editing Intern

Public Affairs Office, College of Natural Resources and Environment, Virginia Tech

August 2010-December 2010

- Authored and revised articles and press releases
- Obtained and conducted interviews for the newsmagazine
- Researched facts, videos, and articles for background information

Feature Article Writer and Design Intern

The Journal of Undergraduate Materials Research, Virginia Tech

September 2011-October 2011

- Authored and revised feature articles
- Produced photos for feature articles
- Obtained and conducted interviews of faculty
- Compiled photographs and articles to design and layout journal using the Adobe Creative Suite

Skills

- Microsoft Office (Word, Excel, Outlook, PowerPoint, Visio, etc.)
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Premiere Pro
- Adobe Audition
- Adobe Lightroom
- Adobe Photoshop Elements
- GIMP
- SolidWorks
- Snag it
- WordPress
- The Chicago Manual of Style
- AP Style
- MLA

Education

Virginia Polytechnic Institute and State University (Virginia Tech)

Blacksburg, VA 24060

B.A. in English, Creative Writing/English

Graduated Cum Laude

Honors

- Selected to represent Virginia Tech in 2010-2011 Who's Who Among Students in American Universities and Colleges
- Honorable Mention in Virginia Tech's Phi Beta Kappa Wilson Essay Contest
- Published a feature article as well as several other articles in College of Natural Resources and Environment Newsmagazine
- Published in Virginia Tech's Undergraduate Research Journal, *Philologia*
- Presented at Virginia Tech's University Undergraduate and Graduate Research Conference
- Presented at Virginia Tech's English Department Undergraduate Research Conference
- Published as "Guest Columnist" in Virginia Tech's *Collegiate Times*