

Elizabeth Frykman

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EDUCATION

B.A. Technical Communication and Professional Writing, Metropolitan State University, December, 2013. Emphasis on editing, professional writing, and social media.

A.S. Paralegal Studies, North Hennepin Community College, 2008. Emphasis on editing, clear writing, and research skills.

EXPERIENCE

- **Freelance Web Designer** (Wordpress.com) & **Social Media Strategist** for small businesses. 2009-2014
- **Writing Tutor** at North Hennepin Community College; focused on composition and academic success skills. 2008-2012

▪ SKILLS

- Copy editing
- Proofreading
AP, MLA styles
- Copy writing
Web copy
Blogs
Marketing
- CMS platforms
Wordpress
Blogger
- Adobe InDesign
- Layout
MS Word
MS Publisher
- Adobe Illustrator
- Research
Internet
Databases
Print media
Interviews
- Legal research
Westlaw
Lexis Nexis
- Technical Writing
- Social Media
Facebook
Twitter
Pinterest
Instagram
LinkedIn
- Mac and PC fluent

PUBLICATIONS: EDITING EXPERIENCE

- **Editorial Assistant** for *Realities* cross-cultural magazine, 2009-10 edition. 2010
- **Student Prose Editor** of *Under Construction*, a national award winning literary and graphic arts magazine, 2008 and 2010 issues. 2007-08, 10
- **Editor** of department newsletter twice yearly. Responsible for contributing articles, creating graphics, layout, and copy editing. Redesigned newsletter for MS Publisher instead of MS Word. 2008-2012

PUBLICATIONS: WRITING EXPERIENCE

- **Professional:** Writing web-optimized copy for small business web sites through freelance work. 2009-2014
- **Personal:** Various fiction and creative nonfiction publication credits (see online portfolio to view samples of work). 2007-2014
- **Blogs:** Wrote blogs for personal, professional, and academic reasons, incorporating key words and using social media outlets to drive traffic to sites. 2007-2014

VOLUNTEER EXPERIENCE

- **Event Volunteer** for Empty Bowls fundraiser for area food shelves. 2014
- **Teacher's Assistant** twice weekly at North Hennepin Community College martial arts (Aikido) course. 2008-2013
- **Volunteer Member** of the Sustainability Council (ecological) and the Pow Wow Committee (campus outreach) at NHCC. 2009-2012