

# Jessica M. Kane

Detail-oriented, passionate professional with nine years of copywriting and editing experience. A self-starter who is just as comfortable collaborating with co-workers across teams as I am tackling a solo project.

## **Experience:**

### **Freelance Copywriter/Proofreader, May '21 – Present**

- Clients have included Petminded, JUST FRED, and professional screenwriters

### **Waggle Ventures Inc – Head of Content, September '16 – April '20**

- Wrote and sent consumer-facing newsletter 3x/week
- Created all content for company's 3 Facebook pages and 2 Instagram accounts (over 2 million followers across pages)
- Planned and hosted dog-friendly events
- Wrote and managed paid social ads on Facebook
- Maintained various social editorial calendars
- Community management

### **eFlirt Expert – Client Relationship Strategist, December '15 – September '16**

- Managed client accounts on various dating sites
- Performed client consultations over the phone and e-mail
- Provided copy for company's official Facebook, Twitter, Pinterest, and blog

### **Sesame Workshop – Editorial Assistant, September '14 – March '15**

#### **Writing Intern, May '14 – August '14**

- Generated original educational content in collaboration with project's head writer
- Created and maintained informational charts for superiors and clients
- Organized files, maintained administrative paperwork, and took meeting notes
- Extensive proofreading/editing

### **NBC Universal – Saturday Night Live Writers' Research Intern, September '12 – May '13**

- Assisted director Don Roy King every Saturday in a high-energy control room
- Researched sketch material

## **Skills:**

- Microsoft Office Suite: Word, Excel, PowerPoint
- G Suite: Google Sheets, Docs, Drive
- Website Management and Organizational Tools: Squarespace, WordPress, Asana
- Video Editing: Final Cut, iMovie
- Image Editing: Adobe Suite
- Influencer Management

## **Education:**

### **New York University**

Tisch School of the Arts, B.F.A. Class of 2013, Dramatic Writing Major, Concentration in Television Writing

### **Upright Citizens Brigade**

Improv 101-401/Advanced Study, Sketch 101-301