

Paige Filler

This is my basic resume. You can find more information & my portfolio online at:

<http://www.paigefiller.com>

paige[at]paigefiller.com

My social science education combined with a background in customer service and project coordination lends me an interesting perspective. Above all else I find excitement in the written word, and strive everyday to better my methods of research, expand my vocabulary and channel more of my creative energy into my work.

Employment

Freelance & Contract Copywriter, Newport Beach, CA

July 2005 to present

Contract work for busy limousine company, limousine manufacturer, asset protection and used car websites. Work closely with SEO, researching optimization methods, writing and submitting articles, developing and managing directories. Editing and enhancing existing content and writing new content as the websites grow. Also experienced in writing adword advertisements, product descriptions, and active in social site networking. Knowledge of basic HTML tags, wordpress programs with and how to write copy with a strong focus on marketing language, and keyword placement.

Project Coordinator, Tustin, CA

December 2004 to May 2006

Develop and implement systems for organization of job information and selections. Work closely with designers, clients and vendors to aid in orchestration of budgeting, purchasing and specification writing. In charge of monthly accounts payable, communications via email, fax and telephone, in addition to planning and providing design presentations.

Office Manager, Newport Beach, CA

October 2001 to December 2004

Developed procedures and policies for office activities, such as filing, dictating, records maintenance, typing, word processing, data entry, faxing and mail distribution. Coordinated daily operations such as payroll, account payable and receivable and Human Resources, in addition to sales staff education and support. Assisted and directed customer service, purchasing and shipping department.

Freelance writer, Costa Mesa, CA

July 2001 to September 2001

Proofread, reviewed and edited materials for accurate use of grammar and content. Correct any grammatical, typographical, or compositional errors in original copy. Implement and maintain editorial policies and procedures.

Trainers Assistant, Newport Beach, CA

April 2000 to July 2001

Was responsible for daily care and training of 15 show horses, including stallions, and

broodmares. Trained riders of all age/skill levels for both competition and recreational riding. Administered medication and assistance in the care of newborns.

Bank Teller, Corona del Mar, CA

September 1997 to March 2000

Processed a variety of routine financial transactions including check cashing, withdrawals, deposits, and loan payments. Maintained high standards of customer service, while selling bank products. Responsible for managing and balancing cash draw and maintaining appropriate level of cash on hand, and preparing daily paperwork according to branch procedures.

Education and Certification

California State Polytechnic University, Pomona, CA 1994-1997

College, Costa Mesa, CA 1992-1994

High School, Irvine, CA 1988-1992

Skills

MS Windows (2000, XP), Apple OS X, Linux (novice) MS/ Live Office, Intuit Quickbooks, Adobe PhotoShop, HTML, XML, Experience with Content Management Systems including: Wordpress, Typepad, Joomla, & custom systems.

*Actual employer details have been removed