

Sara Phillips

Writer, Editor, Researcher



<https://www.linkedin.com/in/sara-m-phillips>



<https://www.saraphillips.me/>

(904) 891-8396

sara.phillips118@gmail.com

Fleming Island, FL 32003

Passionate writer with experience working under strict deadlines strives to help bring creative visions to life. Aims to secure a challenging position that provides opportunities to enhance skills and push the boundaries of digital communication.

Skills & Software

- Microsoft Office
- Google Suite
- SEMrush
- Adobe Creative Cloud
- WordPress
- On-page SEO skills
- HTML/CSS
- Written and verbal communication
- Editing and proofreading
- Researching
- Photo editing
- Time management
- Collaboration
- Attention to detail
- Organization
- Independence
- Adaptability

Work Experience

05/23 – 01/25

Contract Compliance Copywriter

GuideWell | Remote

- Researched, created, tested, and published data and insurance materials with an emphasis on accuracy and clarity.
- Performed comprehensive analyses of previous years' materials and new policies to ensure all materials were current and correct.
- Observed precise formatting/language guidelines to uphold federal and state requirements.

05/22 – 01/23

SEO Content Writer

Oglethorpe, Inc. | Remote

- Utilized SEO best practices to write, edit, and publish consumer-focused blogs, articles, and informational pages for more than 10 mental health facilities.
- Conducted thorough research on all assigned subjects.
- Coordinated with digital marketing team to ensure consistency of voice, brand, and advertising strategies.

03/21 – 05/22

Freelance Transcriptionist

Rev | Remote

- Transcribed dictated files and video recordings.
- Reviewed and edited transcribed material for spelling, grammar, and clarity.
- Adhered to strict deadlines and formatting/style requirements.

Education

06/19 – 09/21

Bachelor of Fine Arts: Creative Writing for Entertainment

Full Sail University | Winter Park, FL | 4.0 GPA | Valedictorian

Certifications

- Marketing to Diverse Audiences
- Editing Mastery
- Content Marketing: Blogging for Business
- Email and Newsletter Marketing Foundations
- SEO: Keyword Strategy
- Advanced Grammar
- LinkedIn Learning | 08/21
- LinkedIn Learning | 08/21
- LinkedIn Learning | 11/20
- LinkedIn Learning | 11/20
- LinkedIn Learning | 12/19
- LinkedIn Learning | 12/19