

# HAYLEY CRUZ

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<http://blueanteater.com>

*Editor* with six years of experience in overseeing assignments for writers, marketing online content on social media, performing research, and providing necessary content corrections while preserving the integrity of the project. Aiming to use professional expertise and interpersonal skills to similarly support the activities of the publishing company or author.

*Core competencies include:* consistently delivering superior performance while multitasking, a strong sense of urgency for tight deadlines, being detail-oriented, and an affinity for editorial work.

## SUMMARY OF SKILLS

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- Proficient in Microsoft Office, Adobe Acrobat, and CM systems
  - Familiarity with house styles, stylesheets, client guidelines, and style guides
  - Knowledge of in-house applications, data entry, planning tools, stylesheet creation, and social media
- TeamWork, WordPress, Google Docs, Trello, Slack, Basecamp, Asana
  - Chicago Manual of Style, AP Stylebook, MLA Handbook
  - Twitter, LinkedIn, Google+, Facebook, Instagram, Pinterest, Tumblr

## PROFESSIONAL EXPERIENCE

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### **DOCTOR GENIUS | June 2018 - Present**

*Editor and Proofreader*

Editing SEO articles to meet client requirements. Creating in-house style guide and collaboration with writers and supervisors.

### **HIGHBROW, INC. | May 2017 – Present**

*Copy Editor and Proofreader*

Editing and proofreading educational courses on various topics. Verifying research sources and links.

### **KUGLER CORP | February 2017 – Present**

*Proofreader*

Proofing articles for high-profile publications. Creating in-house style guide with writers and editors.

### **PEAR ANALYTICS | September 2014 – Present**

*Content Coordinator and Copy Editor*

Editing website articles to meet client requirements, personally solving any issues. Overseeing writer submissions.

### **HAPPY ABOUT PUBLISHING | November 2013 – Present**

*Copy Editor and Marketing Contributor*

Editing business blogs, articles, and e-books. Utilizing Twitter to promote authors and Thought Leaders.

## EDUCATION

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### **UNIVERSITY OF CALIFORNIA, RIVERSIDE**

Bachelor of Arts in English | June 2013

## PROFESSIONAL AFFILIATIONS

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### **FRIENDS OF THE CORONA PUBLIC LIBRARY**

Bookshop Volunteer (Inventory / Sales) | June 2018 - Present