

ERICA K. MILLER

EXPERIENCE

Copywriter | Consumer Focus Marketing
April 2020 – Present

- Write copy for web pages, blogs, and email campaigns
- Proofread and copyedit letters, blogs, emails, and web pages
- Work as a part of a project-oriented editorial team

Communications Manager | The Amaral Group
July 2018 – Present

- Write and edit web copy for clarity, readability, and correct grammar
- Launch email marketing campaigns
- Build and manage clients' SharePoint intranet environments
- Edit clients' websites using WordPress CMS
- Act as the primary liaison between distributors, vendors, engineers, and clients

English Instructor | Pensacola State College
July 2017 – May 2018

- Encouraged collaborative discussion and critical inquiry
- Designed composition, grammar and writing, and literature curriculum
- Worked with students individually during office hours to help them better grasp material
- Broadened and enhanced students' worldly perspectives by introducing them to politically and culturally diverse texts

Editor-in-Chief | *Feminist Spaces Journal*
Jan. 2014 – Aug. 2017

- Accepted, edited, and published article submissions from top-tier universities across the globe
- Published 6 biannual issues of a scholarly journal
- Collaborated with authors to produce pristine work ready for publication
- Grew readership to international status
- Managed an editorial board of 20+ members

EDUCATION

Certificate in Technical Writing | December 2019

The University of Wisconsin, Eau Claire

Master of Arts in English Literature | May 2017

The University of West Florida

Bachelor of Arts in English Literature | July 2014

Cum Laude | The University of West Florida

ABOUT

With experience in editorial work, project management, teaching, and copywriting, I have a solid understanding of written English and the work and dedication it takes to produce high-quality writing as a team. I have professional experience writing and editing in a variety of fields including academia, press media, research, and marketing. I am also adept in quickly learning new skills as I have built SharePoint environments, worked on websites, and designed marketing materials.

MISC. PROFESSIONAL ACTIVITY

Curator

Feminist Iconography III, Artel, Feb. 2017

Feminist Iconography II, TAG, Nov. 2015

Conference Organizer

16th Annual Women's Studies Conference

July 2016 – March 2017

15th Annual Women's Studies Conference

July 2015 – March 2016

14th Annual Women's Studies Conference

Nov. 2014 – March 2015

EXPERIENCE CONTINUED

Graduate Assistant | The Women's
Studies Program

Aug. 2015 – Jan. 2017

- Coordinated and curated 3 university-wide academic conferences and 2 regional art exhibitions
- Raised \$20,000+ internally, annually, through proposal and grant writing to fund major projects
- Wrote and edited press releases and marketing materials for events
- Nominated for Outstanding Leadership Award

Lab Assistant | The Writing Lab

July 2013 – Sept. 2015

- Edited students' papers daily in person and online
- Taught grammar classes of 15-20 students weekly
- Created and implemented a university-wide web-based survey system
- Created media-based presentations with latest software
- Awarded Outstanding Writing Lab Assistant

MEMBERSHIPS

The Women's Studies Collective, President

April 2013 – May 2017

Sigma Tau Delta Honor Society

August 2013 – May 2017

Phi Sigma Tau Honor Society

August 2012 – May 2017