

Paulette Carter

Experienced professional passionate about creating compelling content and driving engagement. Talented at crafting dynamic stories, informative articles and persuasive copy that resonate and inspires readers. A versatile Writer proficient in researching, writing and editing diverse content. Works with minimal input to produce engaging, authoritative and error-free work. Autonomous yet communicative with Eleven year history of superior performance in remote environments.



Contact

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Skills

Research

Editing

Grammar usage

Broadcast media

Social media

Copywriting

Journalism

Editing proficiency

Self-publishing experience

Editing and review

Team contribution

Print media



Work History

**2022-09 -
2023-05**

Article Writer Intern

Enspire Magazine, Remote, FL

- Completed thorough research into assigned topics.
- Utilized exceptional writing, editing, and proofreading skills to produce engaging and error-free content.
- Organized material to research and complete writing tasks.
- Wrote compelling, succinct, clear news scripts under tight deadlines.
- Translated technical terminology and jargon into plain, clear language.
- Incorporated review comments and corrections into existing documentation.
- Provided writing support for various projects and departments.
- Conducted intake meetings with project managers to gather requirements and understand unique needs.
- Followed company policies and editorial guidelines to craft thorough, well-written content.
- Researched and wrote original content for case studies, emails and newsletters.
- Wrote and edited communications within assigned beat areas.
- Repurposed and optimized existing content for use in different mediums.

2021-09 -

2022-02**Sports Reporter Intern***Colorcasters , Remote, FL*

- Delivered authoritative sports coverage with careful attention to game facts, stats and predictions.
- Pitched and developed new columns, consistently increasing readership with proven sports and reporting expertise.
- Networked with sports and broadcast leaders to develop professional contacts.
- Managed online sports columns, blogs and video pieces.
- Revitalized community sports coverage by increasing assignments and revamping quality standards.
- Helped social media team improve promotions and engagement by providing top-notch sports content targeted on specific audiences.
- Edited more than three pieces per week, carefully checking content wording and facts.
- Reported statistics and scores for various sports to audience of thirty or more.
- Edited, proofread and fact-checked content for accuracy.
- Drafted news headlines for broadcasting to capture listeners with clear and condensed writing.
- Collaborated with editors and other staff members to refine story angles and content.

**2021-02 -
2021-08****Proofreader Intern***Proofro, Remote, FL*

- Checked and corrected grammatical and spelling errors in diverse documents.
- Managed finished works and version edits for comprehensive record of each file.
- Collaborated with editors to meet project deadlines and solicit customer feedback and transparency on work progress.

- Followed established guidelines to maintain style quality and consistency in produced content.
- Revised work to identify missed mistakes before completing assigned assignments.
- Prioritized critical issues, items and functions and set achievable goals to measure progress.
- Used style guidelines to make accurate changes and comply with ideal structure.
- Researched content and grammatical issues to check accuracy of information.
- Performed administrative tasks such as copying, faxing and reception work with accuracy and efficiency.
- Proofread, edited and evaluated final copy to verify content aligned with established guidelines.
- Proved successful working within tight deadlines and a fast-paced environment.
- Gained strong leadership skills by managing projects from start to finish.
- Strengthened communication skills through regular interactions with others.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.

Education

2011-09 -
2012-06

High School Diploma

Andrew Jackson High School - Jacksonville, FL

2019-11 -
2021-02

Associate of Science: Creative Writing

Full Sail University - Winter Park, FL

2021-05 -
2023-06

Bachelor of Arts: Creative Writing

Full Sail University - Winter Park, FL

Accomplishments

Self-Published E-Book

 **Affiliations**

National Honors Society