

OSINACHI EMMANUELLA NMEMA

Freelance Writer

+2348142139207

Enugu, Nigeria

@nmemaosinachi@gmail.com

facebook.com/nmemaosinachi

SUMMARY

An eclectic freelance writer and editor, with adept creativity in mobilizing thoughts to words. Creative and witty, with a special talent for transforming dense or technical subject matter into clear, accessible copy. Meticulous in providing clean, consistent work. Outstanding command of English Grammar. Unfailing attention to deadlines.

EXPERIENCE

Freelance Technical Writer

Upwork

- Created and edited technical documents, including user manuals and technical reports
- Produced high-quality documentation that adhered to company standards
- Collaborated with technical staff to ensure accuracy of information
- Revised technical documents as necessary to improve clarity and readability
- Communicated with clients to ensure timely delivery of projects

Freelance Copy Editor

Upwork

- Ensured that articles are written in accordance with client's style guide. Worked closely with my client, suggesting changes to enhance articles' readability, conciseness, and style.
- Used knowledge of my client's needs and developed news to identify important and/or urgent articles and rush publication on blogs and websites. Suggested and made revisions to articles, newsletters, and blog entries.

LANGUAGES

English

Proficient



French

Intermediate



EDUCATION

Agro Economics

University of Nigeria Nsuka

2019 - Present

STRENGTHS

★ Coordinated & Organized

💎 Optimistic and bold

SKILLS

Editing Proofreading AP style Content management

Proficient In MS Office Suite (Microsoft Word, PowerPoint, Excel) Blogging Excellent writing and language skills

TRAINING / COURSES

Technical writing certification course

Apt learn