

Olivia Ritota

(561) 703-8396 | oliviaritota@gmail.com | Delray Beach , FL | www.thelivchapters.com

PROFESSIONAL SUMMARY

Creative writer with a bachelor's degree in writing and 6 years of experience curating content for websites and social media. Specializes in blog posts, website content, product descriptions, and compelling profiles. Skilled in creating captivating visuals and driving company growth through effective storytelling.

SKILLS SUMMARY

Communication

- Excellent written & verbal communication
- Fluent in English

Organizing & Team Management

- Keeps projects organized via spreadsheets or other means of organization.
- Uses communication and delegation to ensure work is completed in a timely manner before the deadline.

Content Curation

- Has experience in ghost writing short Amazon e-books and small business/blogger's blog posts.
- Static graphic content for Instagram, Snapchat, Pinterest, and animated content for Instagram Reels and stories, and TikTok.

Writing

- Professional and on brand blog posts
- On brand product listings and other promotional products (flyers, brochures, etc.)
- Website about me or about us pages

TECHNICAL SKILLS SUMMARY

Microsoft Office Suite	Google Drive	Google Analytics	Digital Marketing
Technical Writing	88 WPM 98% Accuracy	Social Media	Editing

CERTIFICATIONS/ACCOMPLISHMENTS

- SEO & SEO II | *HubSpot* June 2023
- Introduction to Digital Advertising | *University of Colorado through The Trade Desk Edge* April 2023
- How to Manage a Remote Team | *GitLab* April 2023
- Become a Journalist | *Michigan State University* Dec 2019
- Courses: What is News?, Gathering and Developing the News, and Effectively Delivering News to Your Audience

WORK EXPERIENCE

NDA Signed | *Remote* June 2023

Freelance Editor

- I carefully reviewed and assessed each article, analyzing its structure, flow, and coherence.
- I honed in on the language and style used within the articles, ensuring consistency and coherence throughout.
- I meticulously checked for grammar, punctuation, and spelling errors, correcting any mistakes to uphold the professional standard of the content.
- I verified the accuracy of information presented in the articles, conducting research when necessary to ensure the content was reliable and credible.

Cana Technology Today | *Remote* June 2023 — Published

Freelance Writer

- Develop meticulously crafted content for the website, ensuring adherence to the company's formatting guidelines.
- Conduct comprehensive research for each piece, acquiring all the necessary information to enhance its quality and accuracy.
- Skillfully execute required edits, ensuring the content meets the highest standards of clarity, coherence, and professionalism.

Honeybee Hallow | *Remote* May 2023 — Present

Content and Website writer/editor

- Develop all written content for the company's website, including product descriptions, About pages, and blog posts.
- Perform comprehensive editing of all written content.
- Create engaging and impactful social media content across various platforms.

Freelance Writer

- Develop meticulously crafted content for the website, ensuring adherence to the company's formatting guidelines.
- Conduct comprehensive research for each piece, acquiring all the necessary information to enhance its quality and accuracy.
- Skillfully execute required edits, ensuring the content meets the highest standards of clarity, coherence, and professionalism.

Skull Rock Co. | Remote

2017 — Present

Content and Website writer/editor

- Develop all written content for the company's website, including product descriptions, About pages, and blog posts.
- Perform comprehensive editing of all written content.
- Create engaging and impactful social media content across various platforms.

Seamotionals LLC | Remote

2018 — 2020

Editor and Content Creator

- Develop character biographies for website content.
- Edit and create content for various pages, including About, FAQ, Blog, and Product.
- Support ocean conservation research efforts.

Walt Disney World | Orlando, FL

2015 — 2018

Cashier and Hostess

- Provide exceptional customer service with a positive attitude.
- Accommodate food allergies for dining parties.
- Book reservations for character dining.
- Assist with opening and closing duties.
- Engage children creatively while maintaining professionalism.

EDUCATION

University of Central Florida | Orlando, FL

2022

Bachelor's degree, Creative Writing