

# ETHAN MATHEWS

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🌐 [ethanpmathews.com](http://ethanpmathews.com)

📍 Chicago, Illinois

## ABOUT ME

I am a motivated creative writer and editor based in Chicago, IL with experience in a range of nonprofit organizations. As a writer, I focus on producing original, quality work that exceeds the expectations of my editors and enhances my craft. As an editor, I excel in helping others realize their creative vision through clear communication and a commitment to creative problem solving.

## WORK EXPERIENCE

### Freelance Writer and Editor

Self-employed

11/2020 - Present

- Freelance writing for various Savannah publications, such as Savannah magazine and District newspaper
- Freelance editing for The GreenLight Team, a higher ed and nonprofit marketing firm based in Chicago, IL

### Marketing Operations Coordinator

Savannah Book Festival

11/2023 - 05/2024

- Coordinated and executed diverse marketing strategies for the 17th Annual Savannah Book Festival, including: social media campaign, design of print publication and large display advertisements, program creation, and email marketing
- Managed app, website, and graphic design
- Effective communication with award-winning and bestselling authors, publicists, and Festival sponsors/patrons
- General Festival planning and fundraising

### Marketing Operations Intern

Savannah Book Festival

09/2023 - 11/2023

- Social media management, graphic design, creation of email newsletters, copywriting, assisting in grant writing, and data input
- Pitching and executing marketing campaigns that uphold the mission of the nonprofit across multiple platforms

### Senior Animal Care Technician

Humane Society for Greater Savannah

09/2020 - 11/2023

- Assessing and communicating canine behavior to shelter staff and potential adopters
- Training staff and volunteers on new practices in shelter enrichment and behavior
- Writing bio copy and creating digital content for adoptable dogs and events on social media
- Pitching and executing fundraising campaigns for shelter

## SAMPLES & REFERENCES

Samples of my published work can be found at [ethanpmathews.com](http://ethanpmathews.com).

All personal and professional references are available upon request.

# WRITER & EDITOR

## EDUCATION

### Bachelor of Fine Arts - Writing

Savannah College of Art and Design

Savannah, Georgia (2019-2023)

Magna Cum Laude

## CREATIVE SKILLS

- Creative Writing & Editing
- Copy & Technical Writing
- Proofreading
- Written & Verbal Communication
- Collaboration & Leadership
- Attention to Detail & Organization
- Project Management
- Research

## SOFTWARE SKILLS

- Google's G-Suite
- Microsoft Office
- Adobe Creative Suites
- SEO Best Practices
- Social Media Management (Meta Business Suite, Smartsheet, Confluence)
- Web Content Management Systems (Wordpress, STQRY, WIX)
- Digital Marketing Applications (Mailchimp, SurveyMonkey)
- Canva Pro
- AI Tools / Generative AI (ChatGPT)

## CERTIFICATIONS

LinkedIn Learning:

- Amplify Your Business Writing with AI
- Marketing Analytics: Presenting Digital Marketing Data
- Learning Conversion Copywriting
- Marketing Strategy: SEO Content Writing
- Technical Writing: Quick Start Guides
- Email Marketing: Strategy & Optimization
- SEO: Keyword Strategy