

# Lindsey Hinkel

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## Objective

I'm an experienced writer and editor looking for the right part-time opportunity to showcase my word wizardry. See examples of my copywriting work at [www.lindseyhinkeledits.com/my-work](http://www.lindseyhinkeledits.com/my-work).

## Skills & Abilities

### WRITING AND EDITING

- I have over nine years of professional writing and editing experience. I've worked with marketing materials, legal and financial documents, web and social media content, and fiction novels. I'm pro-style guide (especially *The Chicago Manual of Style*) and enjoy building style guides to ensure consistency.

### COLLABORATION

- Good work rarely happens alone. I enjoy collaborating with other wordsmiths and subject matter experts to ensure the right information is conveyed clearly, at the right point in time.

### PROJECT MANAGEMENT

- As an independent editor, I schedule and manage all editing projects from start to finish, establishing timelines and pivoting as necessary (best laid plans and all that). I excel at identifying milestones and communicating timelines.

## Experience

### EDITOR AND OWNER | LINDSEY HINKEL EDITS | FEBRUARY 2021 - PRESENT

- I own my editing business, providing line editing, copyediting, and proofreading services to authors and businesses. In addition to the actual editing work, I do my own social media content, sales, client service, and bookkeeping.

### UX COPYWRITER | CUNA MUTUAL GROUP | APRIL 2021 - MARCH 2023

- I wrote on-screen copy for software as a service products and coordinated legal reviews to ensure compliance with all applicable laws and regulations. I collaborated with UX designers, product managers, and research teams to provide the best user experience.

### MARKETING AND COMMUNICATIONS MANAGER | EMPLOYEE BENEFITS CORPORATION | MARCH 2019 - APRIL 2021

- I developed and implemented strategies for our social media presence and communication measurement efforts, wrote content for internal and external audiences through multiple channels, and represented the marketing team on corporate initiatives. I collaborated closely with legal and compliance to ensure all communications met regulations.

## Education and Certifications

### BACHELOR'S | JUNE 2013 | UW-MADISON

- Major: Communication Arts

### EDITING CERTIFICATIONS | EDIT REPUBLIC

- High-Level Proofreading Pro Certification, June 2022
- The Art of Line Editing Certification, October 2022