

SHAWNA HAMPTON

contactme@shawnahampton.com

summary

Detailed, organized, and efficient freelance writer and editor with extensive knowledge of *The Chicago Manual of Style*. Experience working with marketing and advertising agencies and in-house communication teams. Additional background in architecture/interior design, project management, facilities management, content marketing, communication strategy, creative and business writing, and website development.

education

Certificate in Editing, UNIVERSITY OF CHICAGO GRAHAM SCHOOL, Chicago, IL (expected 2021)

AAS Interior Design, JOHNSON COUNTY COMMUNITY COLLEGE, Overland Park, KS

MA Communications, *summa cum laude*, LINDENWOOD UNIVERSITY, St. Charles, MO

BS English, *cum laude*, MISSOURI STATE UNIVERSITY, Springfield, MO

skills

- *The Chicago Manual of Style* (17th edition)
- Copy, substantive, and developmental editing
- Research and fact-checking
- Editorial, web, and construction project management
- Digital marketing
- Copywriting
- Content development and management
- Communication strategy
- Branding

SOFTWARE/PROGRAMMING

- **Microsoft Word**: Track changes, macros
- **Adobe**: InDesign, Acrobat, Photoshop, Illustrator
- **Project Management**: Asana, Trello, MS Project
- **Web**: HTML, CSS, Javascript, Wordpress
- **Salesforce** and other CRM software
- **Digital Marketing**: Mailchimp, Constant Contact, HubSpot, Hootsuite, Buffer
- **Social Media**: Facebook, Instagram, Pinterest, Twitter, YouTube

work experience

FREELANCE WRITER AND EDITOR (2018–Present)

- Edit books, short stories, poetry, essays, journal articles, blog posts, and websites
- Write novels, short stories, and poetry for self-publication

PROGRAM MANAGER/SPACE PLANNING COORDINATOR (2019–2020)

Washington University School of Medicine, St. Louis, MO

- Project support for medical school space planning, design, and renovation/construction of research labs, care spaces, and other educational and support facilities
- Prepared, edited, and proofread reports, presentations, meeting minutes, website copy, and other communication

PROJECT MANAGER (2016–2018)

Johnson County Government, Overland Park, KS

- Project management for large capital and small interior construction and remodeling projects for a portfolio of government facilities
- Defined project scopes and managed project budgets and schedules. Scheduled and conducted project meetings with stakeholders and contractors. Coordinated the work of multi-discipline contractors.
- Served as owner-side point person for implementing WELL Building standard in new construction and existing facilities

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INTERIOR DESIGNER (2010–2016)

Love + Home Interior Design, Olathe, KS

- Principal of a boutique residential and light commercial interior design firm
- Responsible for all business and marketing activities using Mailchimp, Hootsuite, and Salesforce

WEB DESIGNER/DEVELOPER (2003–2010)

r(E)-Visions Consulting, Olathe, KS

- Designed and developed dynamic, content-managed websites using Wordpress and HTML/CSS/ColdFusion for a range of clientele, from large corporations to small businesses
- Wrote, edited, and proofread client content for websites and blog posts

WEB MANAGER (2003–2010)

ARMA International, Lenexa, KS

- Managed Internet presence for an international records management professional organization: website, email newsletter, e-journal
- Wrote, edited, and proofread website and email content

COMMUNICATIONS SPECIALIST (2002–2003)

Time Warner Cable, Kansas City, MO

- Wrote, edited, and proofread Intranet content, print and email newsletters, press releases, and other communication to internal and external audiences

WEB MANAGER (1999–2002)

Pi Beta Phi International, St. Louis, MO

- Managed website for international collegiate membership organization
- Wrote, edited, and proofread website and email content

ENGLISH INSTRUCTOR (1998–1999)

Lincoln County R-IV School District, Winfield, MO

- Taught writing, grammar, spelling, and literature to students in grades 9–12

volunteer experience

VOLUNTEER BOOK PROOFREADER

Distributed Proofreader's Foundation

- Volunteer book proofreader working on e-book conversions. Distributed Proofreader's is dedicated to the preservation of written works that are in the public domain by converting them into high quality, freely available digital transcriptions.

certifications

WELL AP, International Well Building Institute
FMP, IFMA

memberships

ACES: The Society for Editing
The Editorial Freelancers Association (EFA)