

FIND ME

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LINDSAY LEWIS

PROFESSIONAL

Contract Technical Writer | The Pen is Mightier Content Creators, LLC

December 2017 - Present

- Function as a “wizard behind the curtains” for various companies needing content for their websites and marketing needs.
- Generate content for law firms nationally, TXBeachHouses.com, Domain Realty Austin, and more to drive SEO and direct visitors to their sites.

Communications Director | YMCA of Austin - Town Lake | Austin, TX

February 2016-August 2017

- Creatively and carefully crafted messages and events for over 17,000 members, including but not limited to online and print marketing campaigns, video/photo, celebratory event planning, volunteer onboarding and placement, and planning to increase organizational visibility in the community.
- Introduced comprehensive, consolidated campaign plan for 2017 and increased registration numbers by 60% for our youth programs via video marketing and the Tri Annual Program Campaign; youth programs included STEM-focused classes, sports, crafts, music, and nature.
- Created and implemented trimmed 2017 budget, which focused on simplifying and consolidating communication methods.
- Grew volunteer count to 200+ community members from 50 by networking with partners and members and hired a Volunteer Coordinator to assist in program management.

Voice Consultant | Mood Media | Austin, TX

July 2013 - January 2016

- Managed and oversaw accounts for 5,000 clients in the Southeast U.S. region for internationally recognized experience design company.
- Wrote and edited copy daily for premier clients such as Burlington Coat Factory, Skechers, Price Chopper, GNC, K&G Fashion, Microsoft, among others.
- Worked congruently with Audio Engineers and Schedulers to ensure clients’ content was recorded and published by deadlines.
- First Voice Consultant to travel cross-country to meet in-person with client alongside Mood Premier Team to negotiate a challenging situation. Successfully resolved the issue and rebuilt the relationship to ensure a reliable partnership moving forward.

Designer + Career Consultant | University of Missouri | Columbia, MO

December 2012 - June 2013

- Designed and edited three 100+ page Resume and Financial Aid manuals for the state of Missouri.
- Liaison between university employees, successfully facilitating communication to better productivity.

VOLUNTEER & PERSONAL DEVELOPMENT

Mobile Loaves & Fishes - Community First! Village, Big Brothers Big Sisters, Rainbow House, YMCA, PALS, Habitat for Humanity, Valpo Surf Project, Cap 10K, Texas Book Festival

EDUCATION

University of Missouri, Class of 2012
B.A. in Communications, Minor in Fine
Art: Photography
Lambda Pi Eta Honors Society Member
Study Abroad 2012: Universidad Católica
Pontificia de Chile
Skillcrush - 4 Month Career Blueprint:
Responsive Web Design & Development

SKILLS

Adobe Creative Cloud/ Suite: InDesign, Illustrator, Photoshop, Lightroom, Premiere Pro, Final Cut Pro	Web content production & maintenance Email marketing Event Planning HTML5/CSS3
Storytelling writing style Public speaking Logo Design Web Design Video and photo editing Photography Organizational Com- munication Strategy	Conversational Spanish Volunteer Management Social Media Marketing & Management Interview/Reporting Research Networking Audience targeting Information Archi- tecture