

GABRIELLA TUTINO

FREELANCE WRITER AND EDITOR

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[LinkedIn.com/in/gabriella-tutino](https://www.linkedin.com/in/gabriella-tutino) 

PORTFOLIO

<http://gabriellatutino.pressfolios.com/>

SKILLS

- Blogging and Website Content
- Communications and Customer Service
- Copy Editing and Writing
- Email Campaigns, Newsletters and Correspondence
- Print, Website, and Social Media
- Research, Fact-Checking, Proofreading
- Transcription: 180 WPM Stenograph

PROFESSIONAL EXPERIENCE

MARKETING ASSOCIATE

Nov 2014 – Mar 2018

Article One Partners

New York, NY

- Wrote and edited marketing content for multiple outlets including monthly client newsletter, email campaigns, company blog, and social media copy, scheduling and evaluating as needed while acting as the voice of the organization
- Conducted conference research and outreach including event registration and client meeting scheduling and planning

SALES SUPPORT ASSOCIATE

May 2013 – Nov 2014

Article One Partners

New York, NY

- Researched and qualified sales leads and entered information into Salesforce for next steps within sales cycle
- Updated law firm contacts and assisted sales team with duties and projects as needed

EDITOR AND WRITER

Mar 2013 – Jan 2015

Geek Eccentric

Pittsfield, MA

- Curated original content for magazine, assigned articles to writers, edited copy and content for contributing writers
- Interviewed and reported on multiple topics including reviews of anime, conventions, and new content

EDITORIAL INTERN

Sep 2012 – Dec 2012

Downtown Magazine NYC

New York, NY

- Researched and wrote news articles for magazine website
- Provided office management and administrative support for editors

CONTRIBUTING WRITER

Feb 2012 – Dec 2015

Highbrow Magazine

Washington, D.C.

- Covered cultural trend articles, art exhibit, film, and literary reviews
- Pitched, researched, and published original, engaging articles bi-monthly to increase web traffic and readership

EDITORIAL INTERN

Jan 2012 – April 2012

Time Out New York Magazine, This Week in New York

New York, NY

- Contributed articles including weekly informational pieces on upcoming events and listings
- Fact checked and updated up to one dozen articles per week prior to publication

EDUCATION

BACHELOR OF ARTS IN ENGLISH AND CREATIVE WRITING, MINOR IN ITALIAN STUDIES

Fairfield University

SOFTWARE AND TOOLS

- Adobe Acrobat
- Asana
- Google Office Suite
- IContact
- Illustrator
- InDesign
- Microsoft Office Suite
- Pardot
- Photoshop
- Salesforce
- Skype