

# Brittany K. Moore

## Experienced Creative Writer

[Digital Portfolio | My Site \(2getmoorepublishing.wixsite.com\)](https://2getmoorepublishing.wixsite.com/)

### KEY SKILLS

Brand Management  
Creative Writing  
Freelance Writing  
Social Media  
Formatting ideas/goals  
Sales  
Computer Skills  
Business Intelligence  
Customer Success  
Customer Support Services  
Education  
Customer Service  
Retail Services  
Microsoft Office  
Microsoft Word  
Phone Sales  
Patient Treatment  
Written Communication  
Adobe Creative Suite  
Creative Thinking  
Creative Problem-Solving

### Activities and Interests

Literature/reading/writing  
Health and wellness  
Archery  
Hunting and Horseback riding  
Harry Potter

### PROFILE

Analytical, energetic, and detail-oriented Creative Writer with broad experience in business and writing matters.

### EXPERIENCE

#### **Creative Writer/Content Creator 2 Get Moore Publishing**

Use creative thinking to establish connections with potential clientele. Form customer relationships for ghost writing. Educate potential clientele of the writing process. Bring potential clients/customers' ideas to life. Edit/format manuscripts, poems, and short stories. Publishing of personal creative projects. Stocking of merchandise for the office. Online website design and development for customers. Organization of paperwork and client contracts. Organizing/sorting through customers' handwritten notebooks. Answering phones and facilitating meetings and events for the sales of published works.

#### **Jun 2017 - Apr 2019 Viburnum, MO Direct Service Care Aide; DCAI**

Computer analytical responsibilities and care of patients. Written expectations and goals of potential patients. Use SEO practices to maximize patient care and provider responsibilities. Effectively present information to superiors and other providers to form a creative plan beneficial to the patient, including educational requirements and expectations to be met.

#### **Sep 2015 - Dec 2015 Hesperia, CA Sales Associate; Credit. Management LLC**

Office management of employees and scheduling. Stocking of office merchandise. Bill collections and answering phones while multitasking. Analytical computer work and organization of customer documentation. Making phone calls to instigate sales to form long-term customer relationships. Management of office events and employee expectations. Scheduling and formatting goals to be met by employees.

### EDUCATION

**November 2019-November 2022- Full Sail University graduate with a Bachelor of Fine Arts in Creative Writing.**