

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.