

# Brittany Fuller

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## EDUCATION

**Pace University**, New York, NY

**MS in Publishing**

**Graduated May 2017**

**Pace University**, Pleasantville, NY

**BA in Communication Arts & Journalism**

**Double Minor: Marketing and Women's & Gender Studies**

**Graduated May 2015**

## EXPERIENCE

**The Plaza Rehab and Nursing Center**, Bronx, NY

March 2019 - May 2019

**The Plaza Rehab and Nursing Center - Administrative Assistant**

- Provided administrative support to the facility's Administrator, VP of Nursing, and department directors
- Managed all office and clerical duties for the Administrative team, including scheduling support, communications management, filing, billing, and managed the complaint hotline for the facility's social work and nursing departments

**The Village Voice**, New York, NY

August 2018 - February 2019

**VillageVoice.com - Freelancer**

- Copyedited and fact-checked original content including stories, galleries, and print builds for the *VillageVoice.com*
- Repurposed and cleaned up content dating from 2000-2018 through story and multimedia updates

**Hearst Digital Media**, New York, NY

August 2016 - December 2016

**WomansDay.com and CountryLiving.com - Web Intern**

- Generated stories, galleries, and magazine builds for *WomansDay.com* and *CountryLiving.com*
- Scheduled social media posts to Pinterest using Viraltag and conducted story/photo research

**XO Group Inc**, New York, NY

March 2016 - May 2016

**The Knot - News and Planning Intern**

- Generated and researched story ideas and wrote articles for *The Knot* and *TheKnot.com*
- Reviewed and edited articles for spelling, grammatical, and factual errors

**The Essence Of A Curvy Girl**, Bronx, NY

January 2016 - Present

**The Essence Of A Curvy Girl Blog - Owner and Editor**

- Generates branded content surrounding topics of beauty, fashion, health and wellness, and lifestyle advice
- Plans and develops new ideas for weekly posts surrounding body positivity, self-love, and my plus size lifestyle

**Pace University**, New York, NY

September 2015 - September 2016

**MS in Publishing Program - Student Aide**

- Assisted in all administrative tasks for students, staff, and faculty
- Generated branded blog content including Alumni interviews, internship postings, and feature articles
- Evaluated and reviewed book and magazine content for special interest reports and articles

**Westchester Magazine**, Rye, NY

September 2014 - December 2014

**Editorial Intern**

- Maintained calendar events, mailings, filing, email, and updated online content
- Reviewed and copyedited articles, fact-checked information, conducted photo research, story inquiries, and magazine distribution for department heads

## SKILLS

Digital Editing; Content Creation; Website Design; SEO and Social Media Strategizing; Computer Skills (Microsoft Office, Apple OS and Google Suite); Social Media (Facebook, Instagram, Twitter, Snapchat, YouTube, and Pinterest); Blogging; CMS (Wix, WordPress, SquareSpace, and BlogSpot); familiarity with Adobe Creative Suite (InDesign, InCopy, Illustrator, Premiere Pro, and Photoshop)