

GENIE LESLIE

(662) 417-9327 • genieleslie@gmail.com • Seattle, WA

Writer, Editor, Content Manager

PROFESSIONAL EXPERIENCE

POSSIBLE

Seattle, WA

Writer, Editor, Content Manager

March 2015 to present

- Currently a lead writer for AT&T THANKS program; work includes concepting, campaigns, ads, and internal style guidelines
- Contributed top-performing articles and quizzes to *AT&T Thread*
- Assisted *Thread* managing editor with editorial calendar, concepts, and product tracking; documented and updated style guidelines
- Managed *Thread* site content with Adobe Experience Manager; worked with developers to identify, prioritize, and implement bug fixes and new features
- Collaborated with designers to create social posts, templates, and digital ads

AMAZON

Seattle, WA

Quality Assurance Specialist, Special Conversions (Contract)

May 2014 to March 2015

- Reviewed, edited, and approved interactive textbooks, children's books, and novels for Kindle
- Acted as editorial liaison between team of contractors and QA leads
- Edited Kindle content using Adobe InDesign and HTML
- Collaborated with team members to improve efficiency in the QA process

PRINCETON HEALTHCARE SYSTEM/NAUTILUS PUBLISHING

Seattle, WA

Managing Editor, *Princeton Health*

January 2013 to May 2014

- Coordinated writers, proofreaders, and designers
- Collaborated with designer on photo selections and layout
- Managed deadlines and production checkpoints
- Edited all content for PHCS style and voice as well as clarity and grammar

SEATTLE METROPOLITAN MAGAZINE

Seattle, WA

Temporary Managing Editor

February 2014

- Supervised copyediting and editorial content for April 2014 issue while managing editor was on sabbatical
- Managed deadlines for completed copy and fact checking
- Reviewed editors' and writers' edits and updated content with InDesign
- Oversaw copyediting and sending of daily and weekly newsletters

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Writer, Editor, Content Manager

Editorial Intern

October 2013 to April 2014

- Reported and wrote stories for three issues of the magazine
- Contributed regularly to drink and politics blogs
- Fact checked manuscripts and proofread galleys and blogs for house style
- Copyedited daily newsletter with a subscribership of 20,000; trained replacement copyeditors

NAUTILUS PUBLISHING COMPANY

Oxford, MS

Managing Editor

September 2011 to July 2013

- Supervised content and deadlines for *The Ole Miss Experience, Second Edition*
- Designed and formatted two books in Adobe InDesign
- Collaborated on marketing practices for mailing campaigns and trade-show appearances.

Editorial Intern

June 2011 to September 2011

- Pitched, researched, and wrote stories for educational publications
- Copyedited all publications and marketing materials
- Associate Editor of *Mississippians II* and *College People*

RELEVANT EXPERIENCE

THE MUSICAL VERSION

Seattle, WA

Podcast creator and producer

September 2016 to present

- Co-created a podcast about movies and musicals
- Recorded, edited, and published bi-weekly episodes
- Built and managed social media accounts on Facebook, Twitter, and Instagram

SKILLS

- In-depth understanding of Chicago Style and AP Style, with 6+ years of copyediting experience
- Intermediate experience with eBooks, EPUB and MOBI formats
- Publishing software capabilities: Adobe Experience Manager, InDesign, Photoshop
- Audio software capabilities: Audacity
- Online platforms: Squarespace, Weebly, Wordpress, Blogger
- Social media: Facebook, Twitter, Instagram, Pinterest, Snapchat
- Working knowledge of HTML/CSS
- Microsoft Office suite

EDUCATION

University of Mississippi

2007 to 2011

Bachelor of Arts • Major: English • Minor: Sociology