



JORDAN DAWSON

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WORK EXPERIENCE

FREELANCE JOURNALIST

JAN. 2024 - CURRENT

- Research, pitch, and develop compelling story ideas on lifestyle, culture, and fashion.
- Conduct in-depth interviews with public figures, subject matter, and everyday individuals to gather authentic perspectives.
- Adapt tone and style to match diverse publication guidelines and target audiences.
- Publish articles on Substack.

THE COLUMBIA CHRONICLE | OPINIONS AND COPY EDITOR, PODCAST PRODUCER

Aug. 2023 - May 2024

- Fact-checked articles for accuracy and credibility for publication for the college news publication.
- Wrote weekly articles and editorials that covered campus news, elections, and city events with a 5,000+ audience engagement and reach.
- Edited guest submissions for the opinions section and conducted audio news stories.

Academic Center for Tutoring | Columbia College Chicago - Peer Writing Tutor

Aug. 2022 - Dec. 2023

- Implemented personal learning plans to guide students to understand the material better.
- Assisted students in understanding the writing process, from brainstorming ideas to polishing final drafts, resulting in students' average grades increasing and tangible understanding of the material.
- Maintained records of tutoring sessions and student programs.

INTERNSHIPS/VOLUNTEER

AMERICAN WRITERS MUSEUM | VOLUNTEER

MARCH 2024 - CURRENT

- Engage visitors with interactive exhibits, providing insights on American literature, authors, and story-telling.
- Assist in organizing museum events, field trips, workshops, and author discussions.
- Assist in data entry for upcoming events, calendar listings, and student writing competitions.

CHICAGO FASHION COALITION NON-PROFIT | SOCIAL MEDIA MARKETER

OCT. 2023 - CURRENT

- Develop and implement comprehensive social media strategies to increase the non-profit organization's brand visibility on platforms such as Instagram and email marketing, accumulating 10,000+ views, engagement, and reach.
- Write copy; analyze data trends, curate reels, monitor audience engagement, which increases visibility of the coalition's mission by gaining devout supporters to attend events and support local designers of all ages; Interview guests and assist in covering and production fashion shows such as New York Fashion Week, pop-ups and panels, and shows.

MODERN LUXURY | EDITORIAL INTERN

MAY 2023 - SEPT. 2023

- Wrote and edited stories to achieve peak accuracy and credibility for print and digital channels reaching an audience of over 18 million; utilized a content management system to upload stories
- Transcribed video interviews to digital documents, and fact-checked sources.

Allium Literary Magazine | Assistant Contributing Editor

Jan. 2021 - May 2021

- Provided comprehensive editorial support to the editorial team, assisted in creating and editing content for the Journal of Poetry and Prose for print and digital publication.
- Reviewed submissions; ensured adherence to style guidelines and editorial standards.
- Reviewed 100+ poetry and prose submissions weekly from authors nationally and internationally.
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EDUCATION

COLUMBIA COLLEGE CHICAGO

Bachelor of Arts Creative Writing and Fashion Communications

Sept. 2020 - May 2024

RELEVANT SKILLS

Adobe Suite, Microsoft Suite, Canva, Slack, Google Suite, Asana, Capcut, Multimedia Content Creation, Copywriting, Copy Editing, Editing, Blogging, Interviewing, Researching, SEO, Data Analysis, Video Editing Planning, Communication