

**Angie Bachara**  
(she/her)  
awritersink@gmail.com

**Education**

Bachelor of Arts in English Discourse  
Eastern Oregon University Class of 2001 - La Grande, Oregon  
GPA: 3.2

**Skills**

- Clear and Concise Writing & Editing
- Microsoft Word/Excel/PowerPoint
- Google Online Business Suite
- Adobe Creative Suite & WordPress
- Marketing Program Design and Execution
- Content Management, Web Design, HTML
- Outstanding Organization & Task Tracking
- Excellent in Solo or Team Projects
- Efficient and Creative
- Flexible and Quick Learner

**Related Experience**

**11/2015–Present – Marketing and Sales Manager - New West Technologies, Inc., Portland, Oregon**

- Manage client and internal communications across all required media channels. Write and design website, advertising, blog, and press to ensure the correct word choice, grammar, branding, and consistent quality. Increase online traffic to the website and social media and increase newsletter subscriptions consistently. Write and edit creative copy as needed across all company platforms. Manage social media presence. Disseminate interoffice communications. Create and distribute employee and customer swag.
- Manage lead flow, opportunity progress, and assist in the closing and completion of software and hardware sales. Heavy involvement in customer, employee, and vendor communication and notification. Prepare quotes, proposals, and partner contracts.
- Participate in software demonstrations and executive meetings, and heavy involvement in project coordination with the Administrative, Technical Support, Development, Marketing, and Sales teams.
- Provide input on user experience principles for our internal application development testing, as needed.
- Programs used: MS Office Suite, Adobe CreativeSuite, WordPress, Camtasia, YouTube Creator Platform, MailChimp

**07/2009–11/2015 - Sales and Project Manager - New West Technologies, Inc., Portland, Oregon**

- Managed lead flow, opportunity progress, and assisted in the closing and completion of software and hardware sales. Heavy involvement in customer, employee, and vendor communication and notification. Prepared quotes, proposals, and partner contracts.
- Worked hand in hand with client and technician on implementation scheduling and execution of the installation of stationary and mobile Point of Sale Systems and networks.
- Coordinated software development project completion and installation with the client, developer, and installation technician.
- Participated in software demonstrations and executive meetings, and heavy involvement in project coordination with the Administrative, Technical Support, Development, Marketing, and Sales teams.
- Programs Used: MS Office Suite, Adobe Suite, WordPress.

**10/2007–Present - Freelance Copywriter and Editor - Inspiring Media, Gresham, Oregon**

- Write, edit, and proofread marketing, publicity, web, grant, and news copy for a variety of businesses and non-profit organizations. Projects include manuscripts, annual reports, brochures, employee and customer communications, and reference manuals.
- Precise portrayal and review of text, images, and other content to ensure consistent, accurate, and clear expression of information. Edit and proofread for grammar, spelling, punctuation, and syntax. Use of editorial references, guides, and independent research as necessary to verify content.
- Produce quality documents, regardless of format. Consistently meet deadlines and company standards.
- Programs Used: MS Office Suite, Adobe Suite, WordPress, other programs as needed per client requirements.

**6/2007–9/2008 - Print Coordinator / Copywriter - Nutrition Now, Inc., Vancouver, Washington**

- Managed concurrent print projects of various marketing and merchandising materials. Worked with Marketing, Sales, Design, and Production, and maintained appropriate inventory levels of printed materials.
- Coordinated receipt and approval of proofs, purchase orders, requests for quotes, and authorizations to receive so

that all were up-to-date and on time following production schedules, print specifications, and cost analysis reports for internal budget approval.

- Wrote, edited, and proofread print and radio ads, press releases, labels, boxes, brochures, pallet graphics, and a multitude of other media. Managed layout, content, and production of the monthly company newsletter.
- Managed project files and deadlines, and research content for a variety of applications.
- Proofread the work of others for grammar, spelling, punctuation, and syntax.
- Programs used: Acrobat, Word, Excel, MAS200 Inventory Management, FTP.

### **3/2006–6/2007 - Advertising Copywriter/Account Manager - TDM, Inc., Portland, Oregon**

- Managed over 250 client accounts following their editorial calendar, wrote telephone on-hold advertising for all as required, and ensured that clients were provided with excellent research, copywriting, editing, voicing, and customer service. Gained experience writing for a variety of industries including forest products, heavy machinery, auto dealers, retailers, retirement homes, and more.
- Followed company standards and procedures so that all writing, editing, and research conformed to the accepted formats. Performed independent research to verify data and increase the content of factual material. Edited the work of others for content, clarity, and grammar. Routine client correspondence was clear and direct.
- Programs used: Word, Excel, Access, FTP, Explorer.

### **11/2005–3/2006 - Marketing Assistant - BolyWelch Staffing Services, Portland, Oregon**

- Contract marketing and project assistant involved in writing and editing a variety of media and functioning as a utility player for various company needs. Companies included Walsh Construction, Sulzer Pumps, and Moberg Fireplaces.
- Administrative tasks, organization, and task management were emphasized.

### **3/2005–4/2005 - Marketing Assistant - Mortgage Trust, Portland, Oregon**

- Created (wrote and designed) marketing materials, compiled a database and organized a filing system for a senior loan officer. Contract position.

### **6/2001–1/2005 - Employed Full-Time - Unrelated Experience**

#### **8-2000–3/2001 - Regional Reporter - The East Oregonian, Pendleton, Oregon**

- Reported news and features about the Union County region for the Sunday edition of the EO. Short-term position while attending EOU as a full-time student.
- Wrote and reviewed copy to ensure consistent and accurate portrayal of information, as well as correct grammar, spelling, syntax, newspaper style, and assignment expectations.

#### **6/1999–6/2000 - Editor-in-Chief - The Voice, Eastern Oregon University, La Grande, Oregon**

- Managed a staff of 20 including four associate editors, a photo manager, a production manager, and 14 writers to produce a bi-monthly student newspaper, while attending EOU as a full-time student.
- Maintained university standards and procedures, as well as budget and vision as key responsibilities. Planned layout and content and conducted meetings and research. Responsible for appropriate format and style. Used reference materials to ensure accuracy and to verify the information. Edited copy for clarity, ensuring the accuracy of grammar, spelling, and punctuation. Provided edit markup of copy to associate editors for revision. Source of guidance and advice for staff members.
- Programs used: MS Office, PageMaker, Photoshop.

#### **12/1998–6/1999 - Sportswriter - The Voice, Eastern Oregon University, La Grande, Oregon**

- Researched, interviewed, and wrote articles covering a variety of sports, including player features, game coverage, and statistics, while attending EOU as a full-time student.
- Promoted to Editor-in-Chief after only six months as a writer.

**References Available Upon Request**