

Curtis Emery

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Overview

Curtis Emery is a multi-talented content creator, editor, and publisher with competitive experience, creating content with confidence, reinforced by an MFA in Creative Writing.

Experience ranges from copywriting and copyediting for social, managing a suite of AV/IT media, B2B websites, to technical editor, honing regulatory content, in a variety of formats, to be read by C-Level executives, across a multi-national customer base (including, local, regional, and global government bodies; international technology, financial, resource, and luxury brands; etc.).

Curtis's extensive writing portfolio crosses verticals but mainly exists in the AV, IT, and Cyber Security spaces, and includes commercial advertising writing from press releases to longform content including case studies, product reviews, and interviews.

Skills: Content Writer, Proofreader, Blogger, Editor, Social Media Expert, Data Analyst

Please follow the table of contents below to view experience by function, or browse at will after summary of education.

- [Editing / Proofreading Experience](#)
- [Copywriting / Technical Writing Experience](#)
- [Editorial Experience](#)
- [Data Analyst / Other](#)

Education

Sierra Nevada College at Lake Tahoe

Master of Fine Arts in Creative Writing (Emphasis in Poetry)

Framingham State University

Bachelor of Arts

Editing / Proofreading Experience

SecureWorks Inc. Atlanta, GA

Feb 2017 to Apr 2024

Content Writer/Proofreader - Quality Assurance

- Reviewed documents produced by company security analysts and subject matter experts, identified and corrected errors related to the use of language in general or edited the text of multiple authors into one coherent document when needed.
- Suggested revisions to document organization, content, and layout, as needed, to enhance clarity, persuasiveness, and effectiveness of the text's organization and edited documents as necessary to address accuracy and completeness and ensured that the documents were appropriate for the intended audience.
- Proofread massive cybersecurity forward policies from UN and govt organizations as well as standards and other regulatory documents.
- Managed SharePoint document storage; focused on document retention policy including GDPR and other regulatory standards whether it be US OR Asia Pacific law.
- Maintaining policy documents throughout their lifecycle including maintaining, proofreading it prior to being uploaded on the repository and timely upkeep.
- Periodically reviewed documents to determine whether format or content changes and updates are required. Communicate with subject-matter experts for concurrence as to content changes.
- First and second round edits on PowerPoint presentations.
- Highly proficient in editing highly technical content compiled by authors across the globe to be read in North America, Europe, and Asia-Pacific regions.
- Organized reports for tracking Quality Assurance workflow.
- Used Salesforce; Microsoft Office; SharePoint.

Copywriting / Technical Writing Experience

Writer

Writer

2007 - present

Long form and short form content writing published on Perfect Circuit, Means Mag, and others. Writing samples available as requested.

The Operating System

Jul 2018 to Jun 2020

Social Media Management

- Developed, implemented, and managed social media strategies across various platforms.
- Created and curated engaging content that aligned with brand voice and objectives.
- Monitored social media trends, tracked performance metrics, and adjusted strategies as needed.
- Engaged with followers and responded to comments/messages in a timely manner.

Social Fulcrum**Jan 2017 to Jun 2017*****Freelance Copywriter***

- Created Ad Copy for marketing campaigns.
- Created Facebook Ad Copy, Google AdWords, and link description texts.
- Managed a steady pipeline of portfolios with a quick turnaround SLA.

Intellitech International**Jun 2011 to Sep 2011*****Technical Writer***

- Created sales content for the company website including case studies, product descriptions and educational resources.
- Transcribed technical notes into product instructions for consumer use.

Editorial Experience**Tech Decisions Media****May 2012 to Aug 2014*****Associate Content Writer/Editor***

- Content creation and editing for end-user focused tech websites.
- Proficient in HTML customization and Publishing Platform management
- Traveled regularly to cover tech events nationwide for story coverage as well as acquiring prospective advertising and brand relationships.
- Worked exclusively within a content management system to add, edit, and remove content per content and editorial timelines, as well as manage all author-able issues.
- Created B2B oriented white papers, case studies, press releases and narrative interview editorial content.
- Tailored content to be read over multiple websites including specific project-oriented changes to ensure seamless content management per website style and focus.
- Managed a suite of AV/IT B2B websites—extensively using interviews and transcripts to create narrative and sales forward content.
- Managed editorial timelines for multiple websites including multiple on-going projects and on the spot planning for sudden developments.
- Scheduled and published posts using social media scheduling tools.
- Managed social media campaigns based on trending topics to increase content relevance and SEO efficiency using Google Analytics and social media platform Hootsuite.

Narrative Magazine**Nov 2017 to Present*****Assistant Poetry Editor***

- Read general submissions and promote candidates to Poetry Editor.

- Read Poetry Contest submissions according to contest deadlines.

Data Analyst / Other

Wind River Environmental Marlborough, MA

Chain Sales Support Specialist

Jul 2016 to Jan 2017

- Created internal documents in Microsoft Office in order to maintain brand-standard service for all locations under my responsibility.
- Managed chain accounts for Wind River Environmental. Maintained service schedules and service reports to ensure efficient service and billing of all chain accounts under my responsibility.
- Required clear and constant communication between multiple departments across multiple regions along the East coast.

Temp Data Analyst

May 2016 to Jul 2016

- Brand research for Wind River Environmental; compiling information on procurement procedures using Microsoft Excel.
- Creative email copy for sales team.
- Monitored databases for content based on keyword search and brand relevance.
- Established RSS feed-based topic aggregate practice to monitor brand specific occurrences.

Amazon Boston, MA

Aug 2015 to Jan 2016

Data Analyst

- Data assigning for speech tool research.
- Worked with the Amazon Speech Department doing speech transcription and annotation for current speech-oriented Amazon products.
- Proficient with project specific style guides.