

emily m. torres

emilytorres218@gmail.com • (260) 615-3415 • www.ennaree.com

EXPERIENCE

Focus In Incorporated

Data Management Coordinator

Los Angeles, CA (Remote work) • September 2013 - Present

I am a subcontractor for a data collection company. I create & organize hundreds of spreadsheets covering 6 years of backlog data so that the data entry team can work more effectively. Through identifying proper web tools and developing data processing formulas, I cut the time needed for this process down by 90%.

To succeed at this job, I maintain my own schedule, set my own goals & consistently improve my own workflow.

Quora

Independent Content Quality Editor & Consultant

Los Angeles, CA (Remote work) • September 2014 - October 2015

I managed my own schedule in order to review over 1,500 user-submitted questions a week to ensure they fit Quora's content standards. I tagged questions with appropriate topics to ensure their proper distribution to interested Quorans.

This contract position required attention to detail while efficiently processing a high volume of information.

DigitalRelevance

Media Outreach Specialist

Indianapolis, IN • April 2013 - September 2014

This position combined SEO strategy & media relations to deepen our clients' online presence. I researched the media landscape for each client to find trends & influencers. I proposed content ideas (videos, blog posts, eBooks) & then pitched the final product to journalists & bloggers in order to get coverage.

Our clients ranged from artificial Christmas tree companies to cloud computing tech giants, so I am well-versed in maintaining a variety of brand voices & strategies.

Worm's Way Group

Social Media & Marketing Specialist

Bloomington, IN • May 2012 - April 2013

As the first official social media hire at this gardening retail & wholesale company, I managed Facebook, Twitter, YouTube, Pinterest, & other social pages. I wrote & edited weekly blog posts, filmed & edited bi-weekly YouTube videos, & designed the bi-weekly MailChimp email newsletter.

I developed a 12-month social media strategy (including a blog content calendar) & counseled the marketing director & other executives about using social media as a marketing tool.

Twisted Limb Paperworks

Marketing Intern

Bloomington, IN • January - May 2012

At this handmade paper company, I managed the Twitter & Facebook accounts & launched the Pinterest account. I wrote & edited SEO-friendly web copy & product descriptions. I also managed & executed the monthly Constant Contact email newsletter.

EDUCATION

Indiana University Bloomington

Bachelor of Arts, May 2012

Major: English, Focus in Creative Writing

Minor: Small Business Management & Entrepreneurship