

CONTACT

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📍 Chicagoland, IL

📄 Samples available on website

EDUCATION

Master of Arts

Writing & Publishing

DePaul University

2010-2012

Bachelor of Arts

Journalism & Mass

Communication

University of Iowa

2006-2009

SKILLS

- AP Style
- Chicago Style
- Adobe Creative Suite
- Microsoft Office
- Copy-editing
- Social Media
- Windows/Mac OSX

Stephanie Crets

EDITING, PUBLISHING, WRITING

EXPERIENCE

Editor/Manager

Pricewaterhouse Coopers LLC | Chicago, IL

11/2021-Present

- Edit and copy-edit deliverables for stakeholders.
- Prepare weekly internal newsletter to nearly 6,000 stakeholders.
- Work daily within content management system to manage deliverables.
- Develop acumen in a variety of topics, such as economics, geopolitics, financial markets, and several other industries.
- Collaborate with fellow editors, designers, directors, and partners within the firm to create analytical content up to the firm's standards.
- Develop internal style guide for the firm.

Digital Editor & Research Project Manager

Digital Commerce 360 | Chicago, IL

01/2018-11/2021

- Work daily within the content management system to content edit and copy edit stories for grammar, style, and SEO value.
- Copy-edit and content edit research reports and longer-form pieces for the digital magazine.
- Write and edit research reports, as well as work with e-commerce data compiled by the research team.
- Write news stories, as well as longer-form strategic and magazine stories.
- Project manage and edit magazine stories to keep magazine production flowing, working with designers, editors, and production teams.
- Manage several projects for the web and research, working within editorial, research, sales, and production teams to keep projects on task and on time.

Editor in Chief/Senior Content Editor

Retail Merchandiser/Knighthouse Publishing | Chicago, IL

06/2015-02/2017

- Write and edit compelling profiles of companies and independent articles for a variety of B2B trade publications including Retail Merchandiser, Food & Drink, Construction Today, Manufacturing Today, and others under the Knighthouse Publishing banner.
- Research, write, and edit blog posts for retail-merchandiser.com.
- Manage content across all social media platforms for Retail Merchandiser.
- Copy-edit/edit magazine layouts within InDesign, working closely with the design team.
- Work closely with IT and developers to redesign the Knighthouse Publishing websites.
- Coordinate with professionals in a variety of industries to deliver a compelling story.

Content Production Coordinator

SingleHop | Chicago, IL

11/2013-06/2015

- Write and edit content, including blogs, white papers, case studies, research papers, articles, press releases, social media, sales collateral, videos, data sheets, website content, etc.
- Manage editorial calendar.
- Conduct and manage detailed research on all facets of subject matter for all content.
- Generate, write, edit, and manage content across social media platforms.
- Manage marketing projects from inception to completion, including customer video testimonials and data center launches.
- Develop content style guide for consistency throughout all materials.