

Hannah Deaton

WRITER EDITOR DESIGNER

hannahdeatonwrites@gmail.com

hannahdeatonwrites.com

(423) 268-0303

Middletown, RI

EDUCATION AND HONORS

B.A in Professional Writing and Information Design

MAY 2022

Cedarville University

- Dean's List Fall 2019, Spring 2020, and Fall 2020
- Dean's Honor List Spring 2021, Fall 2021, Spring 2022
- National Communication Association Honor Society Inductee Fall 2021

EXPERIENCE

Contract Writer at Kubichek Ventures

AUGUST 2023-PRESENT

Remote

- Write, edit, and proofread technical documents such as product guides and software user guides.
- Meet with subject matter experts to ensure accuracy of content.
- Write vignettes and conducted online research for a self-help book.

JULY 2022-JANUARY 2023

Contract Writer at Lifiable

Remote

- Wrote and self edited blog content published on the Lifiable Media site.
- Researched and fact checked content before submitting for publishing.
- Utilized software such as Trello to obtain article topics and notes from editors.

MAY 2021-JULY 2021

Content Writing Intern at FamilyLife

Orlando, FL

- Wrote, edited, and published articles for the FamilyLife site that articulate the organizations brand and message.
- Utilized SEO tactics for article content and titles.
- Wrote descriptions for FamilyLife Today podcast.
- Wrote social media copy for FamilyLife on Instagram and Facebook.

AUGUST 2020-MAY 2022

Student Technical Writer at Cedarville University Information Technology

Cedarville, OH

- Wrote, edited, and published both internal and external Knowledge Base articles.
- Applied consistent formatting, fitting the style guide, to each article.
- Managed Instagram account, created content, and developed the social media playbook.

EXTRACURRICULARS

Communication Manager for Society of Professional Writing at Cedarville University

AUGUST 2021-MAY 2022

Cedarville, OH

- Managed and created content for Instagram, Facebook, and LinkedIn pages.
- Managed The Write Major Blog by planning, copyediting, and publishing blog content.
- Worked with The Write Major Blog writers to develop their content topics.

SKILLS

- Microsoft Office 365
- Time Management
- Canva
- Creativity
- CSS
- Detail Oriented
- Communication
- Adobe Creative Suite
- Organization
- HTML 5
- Fast Learner
- Wordpress & Wix