

# Marie Maloney

Writer

708.558.0028

marie.maloney12@gmail

Chicago, IL



## EDUCATION

### Miami University

B.A. | Mass Communications & Theater

### Chicago Portfolio School

Copywriting | March '21-June '22

## ABOUT MARIE

-Has been performing sketch comedy, improv, and stand up in Chicago for 11 years

-Hosts, edits, and does the social media marketing for her podcast called "Adam Sandler Please Stop"

-Is a world traveler who's been to 14 countries and counting

-Is deeply obsessed with Aldi, the grocery food store chain

## Work experience

### Associate, Talent Strategy

Hunt Club | Chicago | March 2021-April 2022

- Worked as an associate for the recruiting start up Hunt Club to help pay for school tuition while taking classes at Chicago Portfolio School

### Copywriter/Marketing Admin

Envisionit | Chicago | 2019-2020

- Assisted the Marketing team with copywriting, editing and proofreading, content planning/strategy, and blog edits on tight deadlines with emphasis on attention to detail
- Used Airtable cloud collaboration with Marketing team to post social media content in brand voice to the agency Instagram, LinkedIn, Facebook, and Twitter feeds
- Spearheaded company Work From Home contests with themes like 30 second dance party, Office Getty Challenge, ENV Cribs, and lip sync challenge to foster fun and community while working from home during the pandemic
- Prepared team materials for incoming client meetings
- Set up copywriting templates for time management and accountability purposes

### Copywriter

T. Nugent & Associates | Chicago | 2019

- Wrote blog articles and medical marketing content for the website
- Performed regular research to stay on top of trends and updates in the medical marketing field
- Maintained the company's Squarespace website and performed updates as needed

# *Work experience continued...*

## OTHER SKILLS

Project management  
Calendar management  
Social media  
Wordpress  
Hootesuite  
G Suite

## EXTRAS

### **Great at:**

Replying to emails quickly

Throwing themed parties

Giving genuine compliments

Sending dope memes

Never reheating fish in the company microwave

### **Drama and English teacher**

Shanghai Lin Soong Kindergarten | Shanghai | 2018

- Designed and implement Drama curriculum and lesson plans for an ESL kindergarten classroom
- Created easy to understand activities to help children learn about Drama and Theater.
- Encouraged children to participate via positive reinforcement and celebration of their progress in both speaking English and performing characters

### **Marketing Coordinator/Project Manager**

Catholic Extension | Chicago | 2016-2017

- Project managed marketing team to ensure adherence to strict deadlines
- Maintained professional calendars of marketing team members and was a gatekeeper for their time when fielding requests from other departments
- Created travel itinerary for marketing trips
- Assist with contracts and budgeting for outside vendors and artists we contracted

### **Special Operations Assistant**

Mira Fitness | Chicago | 2015-2016

- Provided first-line customer support for any app issues in Android and iOS environments
- Assisted the Head of Operations with office management and employee onboarding

### **Administrative Assistant**

PSP Capital-Penny Pritzker | Chicago | 2013-2015

- Scheduled and organized company meetings
- Maintained the Executive's calendar
- Completed general office tasks like supply ordering, shipping, and ordering catering