

JANE DOE

SPEECHWRITER

CONTACT

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🏠 New York, USA

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🌐 linkedin.com/in/example

📁 janedoeportfolio.com

SKILLS

- Speechwriting
- Research
- Interviewing
- Writing
- Editing
- Communication

EDUCATION

Bachelor of Arts

Sep 2010 - May 2014

New York University

New York, USA

English Literature 3.8/4.0

LANGUAGES

English Native

Spanish Intermediate

CERTIFICATES

Certificate in Professional Writing

Jun 2018

University of California, Berkeley

Completed a course in Professional Writing for Business

SUMMARY

Highly skilled and experienced speechwriter with a strong background in research, writing, and communication. Proven track record of delivering high-quality speeches that engage and persuade audiences.

EXPERIENCE

Freelance Speechwriter

Jan 2018 - Present

ABC Corporation

New York, USA

Freelance Speechwriter

- Researched and wrote high-quality speeches for executives, resulting in a 25% increase in presentation engagement
- Conducted interviews with subject matter experts to gather information and insights for speech content, with a 95% satisfaction rate from clients
- Collaborated with designers to create visual aids and presentations that enhanced speech delivery, resulting in a 30% increase in audience retention

Junior Speechwriter

Jun 2015 - Dec 2017

DEF Agency

Los Angeles, USA

Junior Speechwriter

- Assisted in researching and writing speeches for high-profile clients, with a 20% increase in client satisfaction
- Developed and maintained a database of industry-specific terminology and trends, resulting in a 15% reduction in research time
- Participated in brainstorming sessions to generate creative ideas for speech content, with a 25% increase in innovative ideas

PROJECTS

Non-Profit Speechwriting Project

Mar 2020 - Jun 2020

Lead Speechwriter

Wrote a series of speeches for a non-profit organization, resulting in a 40% increase in donations

Microsoft Office • Google Suite