

MARISSA PEDROZA

WRITER/ADMINISTRATIVE PROFESSIONAL

CONTACT

thepull@marissapedroza.com
<https://www.linkedin.com/in/marissapedroza>

EDUCATION

BFA, CREATIVE WRITING FOR ENTERTAINMENT

FULL SAIL UNIVERSITY
WINTER PARK, FL
FEB. 2025
(Expected Graduation)

HARD SKILLS

- Professional Writing
- Copywriting
- Creative Writing
- Script Writing
- TV Writing
- Editing & Proofreading
- Multimedia Storytelling
- Calendar Management
- Meeting/Event Prep & Support
- Excellent communication
- Organized
- Office 365 Suite
- Google Workspace
- Legal Documentation
- Adobe Creative Cloud
- Social Media Management
- Final Draft

SOFT SKILLS

- Dependability
- Emotional Awareness
- Critical Thinking
- Active Listening
- Attention to Detail
- Motivated
- Leadership

SUMMARY

Diverse and innovative creative Writer with professional experience to include progressive background in office administration, accounts payable, payroll, and human resource coordination, including over a dozen years reporting to C-level executives.

WRITING EXPERIENCE

TALES FROM THE DEAD END OF THE STREET
Short story collection • Draft2Digital • June 2024

"AMIE"
Flash Fiction • Adelaide Literary Magazine • April 2023

THE PULL
Mystery/Thriller Novel • Indie Publishing • December 2013

"MY FATHER'S GUN"
Short story • Smashwords • March 2011

WORK EXPERIENCE

INSURANCE PROFESSIONAL III • SEPT 2023 - PRESENT
USAA • Colorado Springs, CO

- Provide insurance coverage and advice to ensure member's financial security.
- Interact with members across multiple contact channels for personal lines insurance from binding new business, rating, policy, billing, payment, underwriting, contract and coverage provisions for insurance products and services.

AFFILIATIONS AND CERTIFICATIONS

- Grammar Foundations – LinkedIn; May 14, 2023
- Writing Marketing Copy – LinkedIn; May 24, 2023
- SEO: Keyword Strategy – LinkedIn; May 26, 2023
- Writing in Plain Language – LinkedIn; June 7, 2023
- Grammar Girl's Quick & Dirty Tips for Better Writing – LinkedIn; January 30, 2023
- Member, OWCA (Online Writing Centers Association)

CAMPUS MANAGER/OPERATIONS ADMINISTRATIVE ASSISTANT • SEPT 2016 – JULY 2023

Galapagos Rockford Charter School • Rockford, IL

- Provided administrative support.
- Created legal documentation and maintain records for state and federal compliance.
- Assisted Deans and Administration with daily operations.
- Planned events, retreats, and other ad hoc duties.
- Administered programs and procedures for staff, this included direct supervision in the daily management of school and building operations.
- Responded and processed all incoming inquiries from students, parents, vendors, and visitors (i.e. daily/monthly attendance reporting, processed payments, created and maintained and completed all purchase orders).

EXECUTIVE ASSISTANT • APRIL 2015 – SEPT 2016

Mikki Williams Unltd. • Chicago, IL

- Provided administrative support to C-Level Executives.
- Created, processed, and prepared for speaking engagements, corporate group meetings and other meetings or events.
- Created content and managed social media on Twitter, LinkedIn, Facebook, and the organization's website.
- Generated weekly promotional emails.