

Dominique Lambright

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PROFILE

Experienced Business Owner/Editor/Writer/Content Creator/Administrative Professional

EDUCATION

University Wisconsin- Milwaukee

2015

Bachelor of the Arts - English: Professional and Technical Writing

GENERAL SKILLS

Data Entry
Results-oriented
Great Customer Service
Time Management
Meticulous Attention to Detail
Telephone Skills
Document Management
Communications
Administrative Support
Clerical Duties

COMPUTER SKILLS

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Microsoft Outlook
Microsoft Publisher
WordPress Admin
Email Marketing
SEO
Typing

EXPERT SKILLS

Blogging
Business Writing
Content Writing
Graphic Design—Canva
Editing
Social Media Management
Journalism
Project Management
Content Marketing
Newsletters

WRITING EXPERIENCE

Self-Published Author

Racine, WI

6/2015 – Present

- *Part-Time Book Writer via Savage Publishing*
 - Multi-genre Book Writer (Self-Help, Poetry, Romance, Erotica, Mystery)

Owner of DML Editing and Writing

Racine, WI

3/2014 – Present

- *Freelance Writer/Editor*
 - Editing
 - Writing
 - Blogging
 - Virtual Assistant
- Webpage Content
- Customer Service/Communications
- Social Media Content Creation

**(Contract via DML) Insideout Living, Inc.
/Lisa Lackey**

Remote (IL)

9/2023 – Present

- *Virtual Assistant*
 - Blogging
 - Social Media
- Administrative Tasks
- Webpage Content Creation

**(Contract via DML) Abide Family Blessings
& The Amazing Faith Foundation**

Remote (VA)

1/2023 – Present

- *Virtual Assistant*
 - Blogging
 - Social Media
- Administrative Tasks
- Webpage Content Creation

(Contract via DML) Mahogany Gallery

Racine, WI

1/2023 – Present

- *Virtual Assistant*
 - Blogging
 - Social Media
- Administrative Tasks
- Webpage Content Creation

(Contract via DML) Blackdoctor.org

Remote (IL)

7/2022 – Present

- *Content Writer & Managing Editor of HBCU Students*
 - Blogging
 - Interviewing
- Editing
- Content Management
- Meetings

(Contract via DML) My Marijuana Cards **Remote (MI)** **2/2021 – 12/2022 (1 yr. 8 months)**

- *Director Of Content Marketing & Content Writer*
 - Social Media Outlet Managing
 - Content Creation
 - Content Scheduling
 - Strategy Creation
- Project Management
- Day-to-Day Website Maintenance
- Employee Management
- Meeting and Scheduling
- Blogging
- Newsletters
- Webpage Creator

(Contract via DML) Racine Mirror **Racine, WI** **3/2015 – 5/2022 (7 yrs. 2 months)**

- *Part-Time Freelance Writer & Virtual Assistant*
 - Interviewing
 - Article Writing
- Occasional Secretarial Duties
- Meeting and Scheduling

(Contract via DML) Literary BAEs **Remote (PA)** **4/2018 – 5/2021 (3 yrs. 1 month)**

- *BAE: Bad Ass Editor (Remotely)*
 - Editing multiple manuscripts by multiple authors

Northwestern Mutual **Milwaukee, WI** **12/2016 – 8/2017 (8 months)**

- *Compliance Clerk*
 - Email reviewing to ensure legal actions are always being taken by the financial reps

University of Wisconsin-Milwaukee **Milwaukee, WI** **3/2015 – 6/2015 (3 months)**

- *Advertising Manager*
 - Interviewing
 - Meeting and Scheduling
 - Creating Spreadsheets
- Designing & Copy-editing Panther Planner
- and Student Handbook 2015-16

Gener8tor **Milwaukee, WI** **5/2013 – 8/2013 (3 months)**

- *Intern*
 - Creating Spreadsheets
- Blogging
- Presentation Creation

TEAM EXPERIENCE

Public Allies **Racine, WI** **9/2021 – 7/2022 (10 months)**

- *Community Outreach in Mayor's Office*
 - Creating Spreadsheets
 - Creating Tables of Social Media Distribution of Content
 - Email, Virtual (Zoom), and In-person Communication
- Social Media Content Creation
- Attend Friday Training
- Attend Weekly Meetings
- Presentation Creation

Racine Unified School District (RUSD) **Racine, WI** **3/2019 – 3/2020 (1 yr.)**

- *Substitute Teacher (K-12th Grades)*
 - Follow and teach lesson plans left by real teacher
- Filling in throughout the district where needed

Amazon Fulfillment Center **Kenosha, WI** **9/2015 – 9/2016 (1 yr.)**

- *Fulfillment Associate (Inbound)*
 - Accurately store products into inventory, meeting in-house goals
- Cross-training to fulfill other in-house needs of the business

Target **West Allis, WI** **9/2013 – 3/2014 (6 months)**

- *Retail Sales Associate*
 - Selling Mobile Phone Products
 - Cashier
- Customer Service

PartyLite

Racine, WI

8/2012 – 5/2013 (9 months)

- *Junior Marketing Assistant*
 - Packaging
 - Advertising

- Filing
- Data Entry / Spreadsheets