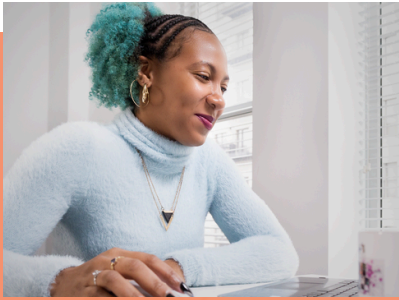


DOMINIQUE LAMBRIGHT

Experienced Business Owner, Editor, Writer, Content Creator, & Administrative Professional



CONTACT

dmleditingandwriting.com
dmlediting@gmail.com
(262) 939-7929

EDUCATION

Bachelor of Arts - English,
Professional & Technical Writing
University of Wisconsin-
Milwaukee, 2011 - 2015

CORE SKILLS

- Writing & Editing: Content Creation, Blogging, Business Writing, Journalism
- Digital Marketing: SEO, Social Media Management, Content Strategy
- Project Management: Content Scheduling, Webpage Management, Client Communication
- Technical Skills: Microsoft Office Suite, WordPress, Canva, Email Marketing Platforms

TECHNICAL PROFICIENCY

- Microsoft Office Suite: Word, Excel, PowerPoint, Publisher
- WordPress Administration, SEO, Canva
- Email Marketing Platforms, Social Media Tools

SUMMARY

Dynamic professional with extensive experience in written and visual content creation, editing, digital marketing, and virtual assistance. Proven expertise in managing multi-genre writing projects, providing top-tier client support, and driving engagement through social media and content marketing.

PROFESSIONAL EXPERIENCE

OWNER, DML EDITING & WRITING

Freelance Writer/Editor/Virtual Assistant | Racine, WI | March 2014 - Present

- Provide writing, editing, and content creation services for a diverse client base.
- Serve as a virtual assistant for various organizations, handling administrative tasks, social media, and web content.
- Notable contracts:
 - Insideout Living, Inc. - Virtual Assistant, content creation, social media, admin tasks (SEPT 2023-Present)
 - Abide Family Blessings & The Amazing Faith Foundation - Virtual Assistant, content creation, admin tasks (JAN 2023-Present)
 - Blackdoctor.org - Writer and Managing Editor for HBCU content, content writer, editing content (JULY 2022-Present)
 - Mahogany Gallery - Virtual Assistant, social media management, blog writing (JAN 2023- MAR 2024)
 - My Marijuana Cards - Director of Content Marketing and Content Writer, developed content strategies, oversaw social media, and managed daily website maintenance (FEB 2021 - DEC 2022)
 - Literary BAEs - BAE: Bad Ass Editor, editing multiple manuscripts by multiple authors (APR 2018 - MAY 2021)

PART-TIME AUTHOR, SAVAGE PUBLISHING

Writer | Racine, WI | June 2015 - Present

- Authored multi-genre books across self-help, poetry, romance, and more.

ADDITIONAL EXPERIENCE

- Compliance Clerk, Northwestern Mutual - Ensured compliance in email reviews (2016-2017)
- Substitute Teacher, Racine Unified School District - Taught K-12, adaptable to diverse learning environments (SEPT 2019- OCT 2020)
- Community Outreach, Public Allies - Supported Racine Mayor's Office with social media, outreach (AUG 2021- JUN 2022)