

Selena Milewski

she, her, hers | Milwaukee, WI, U.S.

PROFESSIONAL SUMMARY

Passionate, dedicated communications and theatre professional with excellent attention to detail and follow through. MFA Theater: Contemporary Performance graduate with experience providing remote and in-person support to clients and superiors, and significant journalistic and editorial résumé, as well as SEO content writing, marketing, and publicity experience. Highly developed written and oral communication skills and deep commitment to collaboration.

Written and Oral Communication | Customer Service
Research | Interviewing | SEO | Longform Editing | Proofreading | Digital Marketing |
Remote and In-Person Collaboration

WORK EXPERIENCE

ON-PAGE SEO COPYWRITER (FREELANCE) 10/21 – present

Dreamscape Marketing, Remote

- Create quality blog and LP content for Dreamscape's clients, many of which are in the addiction recovery center
- Write original content for both SEO and readability
- Perform research accurately and expeditiously

MEMOIRE EDITOR AND WRITING COACH (FREELANCE) 06/20 – 09/20

- Provided substantive feedback on four rounds of drafts for a full-length memoir written by an ESL colleague: *Digging Deep into Auspicious Coincidence* by Karl Baumann.
- Furnished extensive writing coaching to develop the story for tone, fluency, and interest.
- Edited supplementary materials for the work's publication, including marketing blurb and author bio.

COMMUNICATIONS & PUBLICITY MANAGER 10/20 – 05/21

Boulder Shambhala Center, Boulder, CO

- Managed communications with members and subscribers through weekly newsletters (Mailchimp), and fielded questions regarding offerings
- Designed and posted striking and informative graphic content across social media accounts including Facebook, Instagram, and Twitter, as well as creating content for Meetup, Spingo, and Eventbrite
- Spearheaded the addition of a popular live chat feature to the organization's website and provided customer service via this effective new portal
- Created physical posters to advertise new programs, and managed advertising in large Buddhist interest publications such as *Tricycle* and *Lion's Roar*

BOOKSELLER & SENIOR BARISTA 11/18 – 08/22

Barnes & Noble, Boulder, CO

- Delivered excellent customer care as a Bookseller, answering in-person and phone inquiries, making recommendations, placing orders, operating cash register, and maintaining displays
- Provided prompt, personable service as a Senior Barista for B&N Café, maintaining high standards in food service and an inviting dining environment
- Helped to train many new hires as both Booksellers and Café staff

STAFF WRITER & LEAD COPY EDITOR

01/2013 – 08/2018

Shepherd Express, Milwaukee, WI

- Wrote exceptional content in multiple styles for weekly print and online editions of the paper: theatre reviews, arts and entertainment feature pieces, Q&A interviews with Milwaukeeans of note, etc.
- Copyedited and fact-checked all editorial content for weekly print editions
- Pitched and developed exciting ideas for editorial content
- Created meta descriptions and tags to boost SEO for digital content
- Facilitated accountability across departments for special issues by implementing and maintaining a deadlines tracking sheet

ADMINISTRATIVE ASSISTANT | Remote

07/2020

Rose Bruford College (U.K.), Online Course “The Somatic Performer”

- Assisted Naropa University Professors Erika Berland and Wendell Beavers in their online course “The Somatic Performer” (hosted by Rose Bruford College)
- Scheduled and hosted all Zoom class sessions
- Created, edited, and uploaded video recordings of all sessions for students
- Communicated important information to students during meetings and via email

FACULTY DIRECTOR ASSISTANT

06/2019

Naropa University, Summer Writing Program 2019, Boulder, CO

- Served as assistant to Summer Writing Program Faculty Director and Naropa Jack Kerouac School of Disembodied Poetics Chair Jeffrey Pethybridge
- Introduced events, made announcements, and provided clerical office support
- Researched the work of Selah Saterstrom and introduced her public reading

COMEDYSPORTZ PLAYER

05/2015 – 07/2019

ComProv Inc. (ComedySportz Milwaukee), Milwaukee, WI

- Played in ComedySportz short-form improvisation shows
- Performed other roles such as light and scoreboard operation and ushering
- Maintained excellent customer service and team mindset

VOLUNTEER BOARD MEMBER, MEDIA COORDINATOR

03/2017 – 08/2018

Milwaukee Fringe Festival, Milwaukee, WI

- Served as part of season selection committee for the 2017 and 2018 Festivals
- Used Mailchimp to create media releases regarding the Festival and associated events
- Corresponded effectively with media contacts to coordinate interviews and articles, complimentary Festival passes, etc.

EDUCATION

Master of Fine Arts, Theater: Contemporary Performance (MFA),

Naropa University, Boulder, CO / United States

Bachelor of Arts, Writing-Intensive English (BA),

Marquette University, Milwaukee, WI / United States