lauren tussey

communications/graphic design
Chicago, IL

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Areas of expertise include:

- Graphic Design
- 2D Design/Page Layout
- Copy Editing/Proofreading
- Strategic Planning

- Copywriting
- Internal Communications
- Editorial Development
- Social Media Content

- Team Player Enthusiasm
- Customer Service Excellence
- Fact Checking
- Process Improvement

experience

Columbia College Chicago • March 2020 to Present

Copywriter

Crafts copy for a variety of communication and marketing materials including print, social media, email, web content, and multi-media projects for Columbia's Admissions & Enrollment.

Duties:

- Write copy for use in email, printed materials, web pages and social media to engage our audience in the lived experience of being a Columbia College Chicago student.
- Support scripts/outlines of questions during live broadcast events; monitor audience chat and respond to additional questions.
- Draft email and web-based communications related to Financial Aid for current and continuing students.
- Conduct final proofread/fact-check for all electronic and printed materials prior to publication.
- Craft copy for invitations to various events and other opportunities to engage with the college and our recruitment staff.

Broccoli • January 2017 to Present

Art & Editorial Assistant

Fact-checks all *Broccoli* magazine issues and additional publications, helps coordinate featured art pieces.

Duties:

- Provide overall support throughout Broccoli's editorial process.
  Factually verify all stories in each issue in collaboration with writers, sources, artists, etc.
- Coordinate supplemental art and commissioned pieces for Broccoli and all counterpart publications.
- Facilitate communications between editor-in-chief & creative team with featured artists, photographers, stylists, and designers.
- Assistance in gathering invoices, contracts, and additional contributor materials.

National Association of REALTORS® • June 2017 to February 2020

Editorial Coordinator

Translate insights, write and develop integrated content, and provide editorial input for REALTOR® Magazine. Report original B2B stories and generate ideas for the magazine's online and print audience of 1.2M members.

Key accomplishments:

- Edit Daily News circulated to 52K association members.
- Manage and contribute articles for the Culture Scan blog on NAR's website, nar.realtor.
- Create/execute magazine Instagram content reaching 5K+ followers.
- Conduct member interviews and generate story ideas during midyear meetings attended by 12K members and annual conference attended by 20K members.

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Echo Magazine • *January 2017 to June 2017*

Copy Editing Chief, Fact Checking Chief, Integration Editor

Oversaw copy editing functions for entire staff ensuring consistency. Managed style guide adhering to AP standards, in addition to, print/design story integration.

Key accomplishments:
- Managed staff of 10 through the fact-checking process of 120-page magazine.
- Oversaw copy editing of the magazine's 32 stories.
- Provided editing, fact-checking, and page-layout integration of (20K circulation/64K readers) annual magazine.

The Columbia Chronicle • *August 2014 to May 2015*

Copy Editor

Edited and fact-checked all stories/graphics/audio interviews for clarity and adherence to AP style. Contributed to achievement of number one non-daily student newspaper in the nation by the Society of Professional Journalists.

Key accomplishments:
- Copy edited college newspaper that received first place in general excellence for non-daily circulated to 4K+ students.
- Provided weekly edits and fact checking throughout newspaper production process, resulting in 8K copies circulated across 450 newsstands.

education

Columbia College Chicago
Bachelor's in Journalism, Magazine Writing & Editing Concentration (2017)
Minor in Graphic Design

Technology Proficiencies
InDesign, Photoshop, Illustrator, Slate, Cascade, Microsoft Office, Beginner-level HTML/CSS