

Elizabeth B. Ford

<https://www.ebfordauthor.com> ~ e.b.fordauthor@gmail.com

Freelance Copywriter: 2006 - Present

Extensive copywriting experience, including SEO and keyword optimization, language localization, product descriptions, page banners, professional documents, marketing emails, blog posts, internal communications, client updates, and scriptwriting. Experience communicating clearly with clients to meet expectations within deadlines. Experience following internal style and tone guidelines.

Comfortable with both Mac and Windows operating systems and a variety of writing software. Extensive experience working in Google Docs and Microsoft Word, as well as Google Sheets and Microsoft Excel. Writing samples can be found on my website.

Independent Artist: 2023 - Present

Digital and physical design specializing in a variety of playing cards, including Poker Cards, Magic the Gathering Token Cards, and a DnD 5E compatible treasure deck. Experience in formatting for printing. Comfortable in both digital and physical mediums.

Administrative Assistant/Special Education Para-Professional: 2016 - 2019

Responsible for scheduling IEPs and managing caseload and calendar for the Special Education Director. Responsible for maintaining an accurate filing system and conducting routine reviews to ensure legal compliance. Became familiar with a variety of computer systems used for tracking students' progress, scheduling, and assisting in writing IEPs and Progress Reports.

Preparing files for routine internal and statewide audits.

In addition, responsible for teaching small pull-out groups, maintaining and creating individualized worksheets, administering routine progress testing, and providing behavioral intervention.

Please visit my website for writing samples and feel free to reach out via text or email:

801-462-9407

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1672 E. Tumwater Lane, Eagle Mountain, Utah 84005

Education:

Associates in General Studies
Salt Lake Community College, Graduated May 2016

Utah State University
41 credit hours earned towards BA,
May 2013

References

Marilyn Mann, Editor
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