

Dillon Dodson

Professional Summary

A copy editor and writer covering news, science, entertainment, food and more in digital and print media. A web editor and producer with extensive experience in site management, fact-checking, proofreading, interviewing and transcribing. Collaborative and creative team member in editorial and customer service environments.

Full-Time Career Experience

Digital content producer, WHYY News. February 2024–current. Philadelphia

- ❖ Performs copy edit then publishes journalists' digital news articles on daily and weekly production cycles
- ❖ Edits headlines, SEO copy, multimedia and URLs. Maintains homepage, newsletters, app and phone notifications
- ❖ Covers breaking news, government, science, education and arts in the Delaware Valley. Tracks topic analytics

Staff copy editor, PhillyVoice. May 2023–February 2024. Philadelphia

- ❖ Edits, proofreads, fact-checks, styles and publishes digital news articles on a daily production cycle
- ❖ Writes headlines, URLs and SEO copy. Collaborates with managing editor on production duties
- ❖ Covers breaking news, health, sports, events and arts in Philadelphia, its suburbs and South Jersey

Assistant editor, Parade magazine. Formerly editorial assistant. March 2019–November 2022. Nashville

- ❖ Writes, edits, proofreads and fact-checks print stories on a weekly production cycle
- ❖ Publishes print copy to web and writes SEO copy. Writes press releases and invoices writers
- ❖ Covers national entertainment, celebrities, health, recipes and the "Ask Marilyn" column

Social media customer experience associate, Lyft. February 2018–March 2019. Nashville

- ❖ Provides customer service to (and engages as brand voice with) Lyft riders and drivers via Twitter and Facebook
- ❖ Writes and implements reference material, UX content and customer relationship management processes
- ❖ Collaborates with content team through in-office career development program

Freelance and Part-Time Experience

Edible Nashville magazine Copy editor, print **Scientific American** Copy editor, fact-checker, digital

Tennessee General Assembly, Engrossing Office Proofreader for the Tennessee state Senate

Chattanooga Times Free Press Journalist **High Faluter** Music and news writer **Varsity Tutors** English and reading tutor

Mary Hong Art Gallery Publicist and volunteer staff **Lowe's Home Improvement** Customer service associate

Technical Proficiencies

Content management **Core Publisher, Drupal, Tempest, Wagtail, WordPress**

Customer relations, email management **Emma, Freshbooks, Mailchimp, SurveyMonkey, Zendesk**

Data, bug tracking **Google Analytics, Parse.ly, Jira** Design **Adobe InDesign, Adobe Photoshop, Canva, Lucidchart**

Editing (audio, copy) **Confluence, Google Workspace, Hindenburg, HTML, Microsoft Office**

Social media management (beyond platforms themselves) **Lithium, SocialFlow, Sprout Social**

Internships

Nashville Public Radio. Fall 2016. Nashville

- ❖ Writes, edits, proofreads and transcribes web and radio copy. Creates promotional and social media materials

Music City Artists. Summer 2014. Nashville

- ❖ Creates press kits for signed artists. Researches potential clients (U.S. venues and unsigned artists)

Education

Bachelor of Science, Music Business, Department of Recording Industry. Minor in Entrepreneurship

Middle Tennessee State University, College of Media and Entertainment. Graduated 2016. *Magna cum laude*

High School Diploma

The Webb School, Bell Buckle, Tenn. Graduated 2013. *Magna cum laude*

For more: dillondodson.com. Contact: dillondodson95@gmail.com, (931) 492-3329, [LinkedIn](#)