

Hello,  
I'm Julia Lee

## Contact

☎ 404-274-4415

🌐 [www.julia-lee.com](http://www.julia-lee.com)

✉ [lee.julia2015@gmail.com](mailto:lee.julia2015@gmail.com)

📍 Atlanta, GA; Open to Remote

## Education

### Georgia College and State University

Bachelor of Arts in English Literature  
2019

### Columbia Publishing Course

Certification, 2019

### UX Content Collective

Certification, 2022

## Skills

UX Writing

Figma

Google Suite

Editing: *Chicago Manual of Style*  
and *AP Style*

Microsoft Office

Researching

Teamwork

Ability to manage multiple  
concurrent deadlines

Prioritization of projects/tasks  
for Project Management

Organized

Experience working  
cross-functionally

## Awards and Honors

### Cum Laude

HOPE Scholarship (2015–2019)

Dean's List (2015, 2017, 2018)

President's List (2017, 2018, 2019)

## Profile

Aspiring to transition into UX writing with a passion for the written word with over two years of professional editing experience.

## Experience

### Student | UX Content Collective | 2023

- Completed The Fundamentals of UX Writing course with the UX Content Collective.
- Studied the introductory aspects of UX writing, including adjusting for voice and tone, user-centered language and research, microcopy, and more.
- Learned the basics of Figma and how to edit within it.
- Created a style guide and edited copy based on UX principles for the final project, a fictional app for freelancers and business owners called JobPay.
- Edited screens and flows for JobPay in Figma to match the style guide as part of the final project.

### Editor | BookLogix | Alpharetta, GA | 2020–Present

- Edit using the *Chicago Manual of Style* and *Merriam-Webster* as well as house style preferences.
- Work on as many as thirty books in a six-month period using the editing levels that were purchased: developmental, line, copy, or proofread.
- Write short-form book synopses, create bibliographies or footnotes, and help authors with title adjustments if needed.
- Act as an author's point of contact during the publishing process.
- Adjust editing style based on the wide variety of genres, from children's books to business and self-help to fiction, as well as the target audience and author voice.
- Coordinate with other members of the publishing team on various aspects of the publishing process.
- Complete internal checks before books go to print, ensuring that each book looks as professional as possible.

### Freelance Script Writer | Headway Marketing | Alpharetta, GA | 2021

- Wrote video scripts for various online class subjects, such as Independent Living, Investing 101, Budgeting 101.
- Researched information for each lesson, choosing what is pertinent to mention based on the target audience.
- Used research to create informed videos with correct terms and tone depending on the subject and audience.
- Located relevant visual aids that enhanced the lesson to be placed in the video, using Shutterstock, iStock, and Adobe Stock.
- Created a test that coincided with the lesson for students to take after the video.