



# ERENDIRA RAMIREZ-ORTEGA

EDITOR

## PERSONAL PROFILE

My name is pronounced like this:  
eh- r- eh- y- n- d- ih- r- ah.  
I'm a professional writer with a broad range of editing experience in the academic, corporate, and publishing industries. I'm committed to telling stories creatively that will impact others in a delightful way.

## PROFESSIONAL SKILLS

- Editing
- Copywriting
- Marketing
- Graphic Design
- Blogging
- Content Development
- MailChimp
- Digital Media
- Online Publishing
- Web Copy
- Proofreading
- Online Education

## CONTACT INFORMATION

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## PERSONAL INTERESTS

Blogging  
Fiction Writing  
Homeschooling  
Reading  
Camping  
Hiking  
Cycling  
Cooking

ENDORSEMENTS AVAILABLE HERE :  
[WWW.EROCREATIVE.COM/ENDORSEMENTS](http://WWW.EROCREATIVE.COM/ENDORSEMENTS)

## RELEVANT EXPERIENCE

### Proofreader

God's War by Jerry Scheidbach, 2019

- Proofread two versions of title manuscript by local pastor. Book released Summer of 2019.

### Newsletter Editor

SoCal Christian Writers' Conference, 2016 - 2017

- Launched 24 newsletters featuring interviews with faculty and event announcements. Composed interview questions, edited incoming articles, and launched newsletter.

### Co-Founder & Editor

Burning Bush Press, 2015 - present

- Edit, format, and publish short stories by homeschool contest winners in grades 3 through 8 for biennial writing contest. Negotiate sponsor agreements. Research new topics of interest by surveying newsletter subscribers. Manage social media marketing communications (Twitter).

### Assistant Editor

Intercessor Magazine, 2014 - present

- Proofread quarterly magazine articles.

### Curriculum Developer

DIRECTV, 2011

- Designed and instituted a comprehensive style guide for training curricula, ensuring style consistency and branding compliance. Reviewed, revised, and updated the following: 6 Quick Studies; 5 Participant Guides; 2 Leader Guides; 1 Workbook; 1 Mid-Term; 1 Final; and 1 Leadership Playbook.

### Instructional Designer

Cal State University, Dominguez Hills, 2010- 2011

- Scripted, narrated, and edited 3 course-design tutorial videos. Trained and assessed 17 faculty on the creation of effective learning materials and the methods of writing student learning outcomes via an Online Teaching Academy.

## EDUCATION

MILLS COLLEGE

M.F.A in Creative Writing,  
1997 - 1999

UCLA

B.A. in Latin American Studies,  
1995-1997