

AP

ARRIYA (*née*
Davis) PORTILLO

Writer & Copy Editor
New York, NY
+1 (850) 363 8070

Portfolio:
www.arriyadavis.com

EXPERIENCE

12/2022 - present
Remote

Editorial Supervisor
Omnicom Health Group

Lead night supervisor on the Editorial Team. Formerly Senior Copywriter for DDB Health. Edits, proofreads, and fact checks clinical documents, ISI, and advertising material.

08/2022 - 12/2022
Remote

Contract Technical Writer
Procentrix • The Securities and Exchange Commission

- Writing technical software guides and user manuals
- Editing and proofreading documents according to local style
- Conducting research and interview sessions with SMEs
- Narrating and editing video eLearning modules

01/2021 - 08/2022
New York, NY

Copywriter
minds + assembly

- Writing engaging messages for physicians and patients on behalf of prophylactic medication Takhzyro and other rare disease divisions
- Compiling research from scientific journals, competitive industry trends, and approved clinical data
- Annotating, and tagging and linking complex projects for submission

08/2020 - 01/2021
Atlanta, GA

Contract Technical Writer
Kapsch TrafficCom AG

- Managing large writing and editing projects according to customer deadlines.
- Working with engineers, SMEs, usability specialists, and end users to test and refine the design of documentation, help systems, and web-based applications.

02/2020 - 08/2020
Atlanta, GA

Content Writer
Comcast

- Creating content and graphics material to drive sales and retain customers
- Using Microsoft Visio to illustrate cord-cutter customer journey for frontline team, boosting call center and frontline productivity
- Writing informative guides and articles for Comcast employees, creating internal documents for the Sales team

EDUCATION

New York University
Politics and Communications, 2017

Tallahassee Community College
General Education, 2014

Additional experience on the following page

EXPERIENCE
continued

05/2019 - 02/2020
Remote

Digital Marketing Specialist
The Piedmont Group (MassMutual)

- Performing research and conducting interviews with SMEs to create financial related content
- Technical documentation and design
- Proofreading and editing for financial advisors' content
- Using the Adobe Creative Suite to create digital questionnaires, promotional material, case studies, and pitch books with a UX focus

04/2019 - 05/2019
Atlanta, GA

Contract Copywriter & Editor
MedShare International

- Writing technical software guides and user manuals
- Editing documents according to local style
- Conducting research and interview sessions with SMEs
- Narrating and editing video eLearning modules

01/2014 - ongoing
Remote

Freelance Writer & Editor
Various

- Freelance writing and editing for companies including non-profit healthcare company Virtua Health & NCR Corporation
- Proofreading and fact-checking
- Freelance video editing
- Humor writing

SKILLS

Pharmaceutical copywriting and editing • Medical editing • Fact-checking • Proofreading • Annotating • Tagging + linking • Technical writing • Narration and scriptwriting • Website and SEO writing • Research and development • Data confidentiality and security • Grammar and punctuation • AMA style • Chicago Manual of Style • HTML/CSS

PROGRAMS

Adobe Suite (Photoshop, InDesign, Acrobat, Premiere, Illustrator) • Microsoft Suite (Word, Excel, Outlook, SharePoint 365, Visio) • Veeva PromoMats • Jira • Confluence • iMovie • GarageBand • Apogee Recording Software • Hive • Asana

ADDITIONAL NOTES

Department of Defense, Security Clearance Holder, 2022 – 2032