



Gigi Griffis

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Summary – A quirky, well-rounded writer and technology guru with several years of agency and freelance experience, constantly in search of a new challenge.

Experience –

Atlas Advertising (01/08 to present)

Writer, webmaster and website support consultant for a Denver-based advertising agency specializing in place marketing. Projects ranged from search engine optimization (SEO), to coding, to personalized technical manuals. Clients included Omaha Chamber of Commerce, Kevin Asbjornson (MIM), Northeast Indiana Regional Partnership & the San Francisco Mayor's Office of Workforce Development.

Freelance Writing & Website Consulting (01/03 to present)

Writer, lecturer and website consultant for locations throughout the United States and Europe. Provided blog entries, articles, coding, consulting, translation services or photography to clients such as Keos Marketing Group, Harrisburg Christian Schools, Henry Gill Communications and Hostelz.com.

Marston & Langinger (07/06 to 08/07)

Sales Supervisor for a U.K.-based luxury architecture and furnishings retailer. Responsible for all U.S. sales and management of the New York location, including writing employee manuals, managing staff schedules and working directly with high profile clients such as Gucci Westman and Drew Barrymore.

New Beginnings Christian Church (01/02 to 07/02)

Webmaster for NBCC in Chesapeake, Virginia. Responsible for website creation and maintenance, including designing overall layout, creating and editing content, editing newsletters and monitoring message boards.

Education –

Shippensburg University (Graduated: 05/05)

Earned a BA in English with a dual concentration in writing and design. Graduated summa cum laude with a GPA of 3.92. Coursework included Communication Law, Technical Writing and Seminar in Non-fiction prose.

International Volunteerism & Leadership –

Spent significant time backpacking Europe and volunteering in Australia, southern Africa, Thailand, Peru, Morocco and various parts of North America. International experiences include teaching AIDS awareness, translating Spanish presentations, coordinating travel and teaching English at elementary and college levels.

Skills –

Writing, editing, Spanish, Italian, public speaking, Quark Xpress, Adobe Creative Suite, MAC/PC, CMS, HTML, CSS, javascript, email marketing programs, Wordpress and other blogging software.

Samples –

www.Atlas-Destinations.com (website content)

www.SelectGreaterOmaha.com (writing, editing, project coordination and webmaster services)

www.ChooseNEIndiana.com (search engine optimized website content)

www.InspireImagineInnovate.com (website consulting, webmaster services, project coordination)

Client Testimonial –

“It has been an extreme pleasure working with Gigi on all things web-related. I came to rely on her expertise both in organizing the resources and executing the many tasks necessary to develop our website. Her dedication to our questions and concerns was reassuring, from the initial planning stages to the final tweaks upon launch. I could always trust that she was doing everything in her power to prioritize our needs to help solve our problems. I will happily work with her on projects on the horizon, knowing her upbeat attitude and professional experience will result in a product that exceeds my expectations!”

– Laura Schulte, Omaha Chamber of Commerce

Expertise –

Travel, tourism, economic development, real estate, culture, language, community, marketing and non-profit.