DUNCAN **HEREDIA**

**(704) 883-6592**  **Portfolio:** duncanheredia.com

duncanmheredia@gmail.com

**RELATED EXPERIENCE**

**Tattoo Projects,** Charlotte, NC

*Associate Copywriter,* December 2022 - Present

* Accounts:
  + Duke University | Speedway Motorsports | Highline Warren | Murata USA | LandDesign

*Copywriting Intern*, June 2022 – December 2022

* Work under the supervision of a Senior Copywriter to concept and write ads for a variety of mediums.
* Copywrite headlines, social copy, print ads, video scripts, etc.

**North Mecklenburg High School,** Huntersville, NC

*English Teacher,* August 2021 – June 2022

* Compile lesson plans and perform instruction based on the English I curriculum.
* Grade all assignments and provide productive feedback to encourage student development.

**CBR.com,** Remote

*Features Writer,* May 2021 – Present

* Pitch and write stories on a deadline basis.
* Format stories into word press while optimizing SEO.

**Signature Consultants,** Charlotte, NC

*Account Manager,* May 2021-June 2021

* Make calls to local businesses inquiring about potential staffing needs.
* Work with recruiters to qualify candidates for open roles.

*Senior Recruiter,* March 2020 – May 2021

* Find and interview potential candidates with specific skill sets.
* Maintain relationships with candidates in order to repeatedly place them in different roles.

**Warren Publishing,** Charlotte, NC

*Intern,* May 2019- August 2019

* Write reader’s reports by reading submission application and manuscript.
* Draft and proofread press releases and pitch letters.
* Marketing outreach on behalf of authors for opportunities such as book signings and interviews.

**Garnet & Black,** Columbia, SC

*Staff Writer,* October 2018- May 2019

* Compose 2 stories a month between 500-800 words on a variety of topics, e.g. Liberal Arts, Education, Religion, etc.
* Interview respondents as part of story writing process, including Associate Dean of The College of Arts and Sciences and undergraduate students.

**EDUCATION**

**University of South Carolina – Columbia, South Carolina**

* *Bachelor of Arts in English and Religious Studies;* December 2019

**Skills**

Keynote

ClickUp Project Management

BaseCamp Project Management

Microsoft Office

AP Style

Google Drive

SEO