

# Tess Greweling

## PROFILE

I possess a diverse set of skills which I tactfully and efficiently apply to writing and editing content. With an additional background in media and theatre arts, I can offer a fresh perspective and work with enthusiasm and diligence under pressure. When writing copy, I possess an instinct for adapting to different brand voices and writing clear, enticing content.

### IT SKILLS

Microsoft Word/Excel  
Adobe Acrobat/After  
Effects/Premiere  
Pro/Photoshop  
Maya  
Google Drive  
Canva  
Shopify  
Amazon (Seller Central &  
Merch on Demand)

### OTHER SKILLS

Written communication  
Public speaking  
Management  
Customer Service  
Multi-tasking  
Teamwork

### EDUCATION

**Ohio University**  
*Scripps College of  
Communication*  
Athens, OH  
B.S.C in Screenwriting &  
Producing

Graduated *Magna Cum  
Laude* in May 2018

**Millikin University**  
*School of Theatre & Dance*  
Decatur, IL  
Acting/Theatre  
2014 – 2016

Dean's List 4 out of 4  
semesters, Pi Beta Phi  
Fraternity

### WORK EXPERIENCE

**eCommerce Specialist** – *Snow Commerce*, Cincinnati, OH, Feb 2022 – present

- Write product descriptions, meta descriptions, and SEO blog copy for clients such as Warner Brothers, Disney, Paramount, CBS, etc.
- Assist with product development and marketing campaign executions for clients such as Stellantis (Jeep, Dodge, RAM, etc), Dole, Pepsi, Minor League Baseball, etc.
- Troubleshoot issues, catalog products, and optimize Amazon listings for clients.

**Head Fiction Editor** - *littledethlit Magazine*, Columbus, OH, March 2019 – July 2022

- Edit and approve writing submissions in the areas of fiction and poetry
- Coordinate with other editors to brainstorm ideas for upcoming issues
- Write letter-from-the-editor segments

**Freelance Production Assistant** – *Various Companies*, Ireland & USA, Oct 2018 – Feb 2022

- Assist with setting up and striking sets for commercials and music videos
- Write and edit location and legal documents
- Run various errands for producer and director

**Remote Screenwriter** – *Rocket Surgery Productions*, Los Angeles, CA, May 2018 – Feb 2022

- Remotely write television pilots in the works for this LA-based company
- Develop storylines and write drafts in accordance with due dates
- Pitch ideas for plotlines and other screenplays

**Reader, Critic** – *Austin Film Festival*, Austin, TX, March 2019 – Oct 2021

- Remotely read and approve screenplay, teleplay, and spec script submissions
- Write extensive reviews for the AFF panel
- Provide grammatical and narrative feedback to AFF applicants

**Studio Technician** – *Radio Television Eireann (RTE)*, Dublin, IE, Oct 2020 – Jan 2021

- Assisted producer during shoots for *Fair City* and the *Tommy Tiernan Show*
- Pulled curtains, moved set pieces, and assisted with prop and costume changes
- Wiped down set and props in accordance with COVID-19 regulations

**Copywriting Intern (Paid)** – *OROKO Travel*, Dublin, IE, Dec 2019 – March 2020

- Wrote blogs about popular excursions and destinations
- Wrote copy for travel itineraries, hotels, restaurants, and tours
- Booked hotels, restaurants, and tours for international holidays

**Market Researcher** – *The CARD Group*, Dublin, IE, Nov – Dec. 2019

- Conducted investigative research on shopping habits during the holidays
- Collected and recorded data from various customers shopping in Swords Shopping Centre

~References & Contact Info Available Upon Request~