

Peyton Garland

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Alpharetta, GA 30009

706-523-7465

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SUMMARY OF SKILLS

- Skilled communicator: both written and verbal.
- Demonstrated history of working in the writing, editing, publishing, and management fields.
- Experienced in Squarespace, Microsoft applications, Search Engine Optimization, WordPress, and Google Ad Campaigns.

PROFESSIONAL EXPERIENCE

Giving Company

07/2019 - Present

Alpharetta, GA

Digital Operations Manager, Digital Content Manager

Managing 10 freelance writers for Dove.org, communicating deadlines and material criteria, as well as editing and publishing their work. Brainstorming, creating, and publishing content to promote four separate brands: Dove.org, Family Christian, Christian Cinema, and iDisciple Publishing

- Recruit, onboard, and communicate with freelance writers, highlighting schedules and criteria
- Manage schedule/timeline for exclusive content
- Brainstorm marketing content
- Create interview questions and theme guidelines for exclusive content
- Interview filmmakers, actors, and authors for video content
- Write articles to promote platforms

Freelance Writing

06/2017 - Present

Remote

Freelance Writer

Create quality, engaging articles for a variety of online websites

- *Blasting News*
- *Troup County Health*

- *The Local Buzz*
- *Bolde Magazine*
- *Thought Catalog*
- *iBelieve*

Troup County News

08/2016 - 03/2017

LaGrange, GA

Staff Writer and Editor

Write and edit local, breaking news stories by developing relationships within the community and responding quickly to events. Work closely with lead editor to ensure that content is prepared for tri-weekly release.

- Attend local events with churches, clubs, schools, law enforcement, etc.
- Collect quotes, photos, and facts
- Write engaging, informative stories
- Write/edit other staff articles

EDUCATION

Masters of Communications in Journalism

Regent University, Online

August 2019

Bachelor of Arts in English and Latin American Studies

LaGrange College, LaGrange, GA

May 2016

COMMUNITY SERVICE

Circles USA, Troup County, Volunteer

09/2016 - 02/2018

Compassion International, Sponsor

04/2015 - Present

Callaway Baptist Church, Staff Member

12/2014 - 07/2016