

# Carleigh Foutch

• North Hollywood, CA • 972-439-4701 • [carleigh752@gmail.com](mailto:carleigh752@gmail.com) •  
Portfolio: [www.carleighfoutch.weebly.com](http://www.carleighfoutch.weebly.com)

## EDUCATION

The University of Oklahoma, Class of 2017

- Bachelor of Arts in Journalism, emphasis in Professional Writing
- Bachelor of Arts and Sciences in Human Relations

## PROFESSIONAL EXPERIENCE

### UpWork, North Hollywood, CA

*Freelance Writer, March 2020-Present*

- Edit & proofread (for overall story edits and copyedits), and occasionally ghostwrite romance manuscripts for Kindle Unlimited publications
- Write effective copy for marketing campaigns, blog posts, newsletter emails, and advertisements across various industries, such as beauty and wellness, fitness, finance, travel, etc.
- Assist clients with any additional content needs as needed

### Writer & Author

*2012-Present*

- Create and edit works of fiction through a rigorous and disciplined schedule, including one self-published novel in paperback and e-book format, and several ghostwritten romance novels through Kindle Unlimited
- Exhibit a strong understanding of storytelling abilities demonstrated through several mediums (i.e. novels, digital and print magazines, comic book scripts, screenwriting, plays, and copywriting)
- Collaborate effectively with others to achieve a common creative goal
- Demonstrate exceptional time management skills by consistently meeting project deadlines

### Brandlink Media, Edmond, OK

*Online Content Coordinator & Copywriter, January 2019-March 2020*

- Manage content strategy for 8 client social media feeds, publishing to Facebook, Instagram, and Twitter several times a week
- Write and publish content through a variety of online channels, including blog posts, email marketing blasts, web pages, and press releases
- Compile analytical data for reporting as needed
- Provide additional client relations support as needed

### Heartland Payment Systems, Edmond, OK

*Copywriter, October 2017-October 2018*

- Write effective copy for marketing campaigns, blog posts, newsletter emails, and advertisements
- Collaborate with other departments in order to create timely and compelling materials for nationally recognized brands like HSBC, In-N-Out, and Braum's

## PUBLICATIONS

- Amazon Direct Publishing – American Gauntlet, 2023 – Editor
- Amazon Direct Publishing – Brought to Light, 2022 – Editor
- Okie Comics Issue #6- Mayhem at the Memorial Marathon, 2019 – Author
- Amazon Direct Publishing - Let's Talk About It., 2019 – Editor
- Metropolitan Library System Literary Magazine- A Short and Sweet Saturday Love Story, 2018 – Author
- Oklahoma Visual Arts Coalition Art Focus Magazine- Contributing Writer, 2017-2020
- Amazon Direct Publishing- The Monsters In Her Head, 2017 – Author