

# ERIKA CRAWFORD

Editor | Writer | Content & Information Specialist

## PROFESSIONAL EXPERIENCE

### Contributing Editor

*First Quarter Finance* | Nov. 2019 - Present

- Editing new site content for grammar, style, accuracy, etc., and communicating with a team of writers about content changes
- Managing affiliate relationships & sponsored content
- Writing new site content and updating/fact-checking published articles

### Contracting Linguist

*Appen* | Nov. 2020 - Present

- Correcting syntactic annotations of text data to improve AI performance
- Providing other linguistic research, annotation, and QA services as needed

### Information Associate

*The Ohio State University* | Jun. 2019 - Jan. 2020

- Processed all charitable gifts to the university and maintaining donor information in the university advancement database
- Edited departmental documentation, tribute letters, and instructional materials
- Maintained highest processing volume with an accuracy and data integrity rate of 99.72% (compared to 98.8% departmental average)

### Development Intern

*Columbus Museum of Art* | Aug. 2018 - Dec. 2018

- Researched and wrote proposal narratives and reports for grants up to \$250,000
- Wrote artist biographies, letters to legislators, and promotional pieces for the Museum's bimonthly magazine

### Operations Specialist

*Atlas Advisors, LLC* | Mar. 2017 - Jan. 2019

- Managed all company expenses for European contracts and completed more than 50 expense reports and cost estimates per month; reported daily performance metrics
- Developed SOP manual and compiled quarterly newsletter

## EDUCATION

### The Ohio State University

*Bachelor of Arts in Linguistics* | Aug. 2015 - Dec. 2018

- Concentration in psycho- and sociolinguistics
- Minor in Professional Writing
- Summa Cum Laude | GPA: 4.0
- Dean's List Honoree Fall 2015 - Fall 2018

## INVOLVEMENT

### Undergraduate Research Assistant (IRB Training & Compliance)

*OSU Department of Linguistics* | Jan. 2017 - May 2018

### Undergraduate Student Reader

*The Journal at OSU* | Jan. 2018 - Apr. 2018

### LINGUA Program Volunteer

*Circleville Youth Correctional Facility* | Dec. 2017 - Mar. 2018

## SUMMARY — INTJ | Cd/CS

I am a linguist and ethnographer by training with an analytic mind and a passion for writing, editing, and mission-driven work. I have both nonprofit and for-profit professional experience, and I am an ideal candidate for roles in editorial, writing, data management, and operational fields.

## CONTACT

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## SKILLS & PROFICIENCIES

### Technical / Software

- Microsoft Office
- Google Suite
- WordPress
- TAS and Altru (BBIS nonprofit CRMs)
- Unity/OnBase (Document Management)
- Harvest (Profitability & HR)
- Asana (Project Management)
- Zoho (Recruiting)
- Scope (Government CRM)
- XML, Basic HTML & CSS

### Professional

- Editing & Proofreading
- Research/UX Research
- Copywriting
- Technical Writing
- Operations & Project Management
- Database Administration
- Grant Writing
- Fiscal Data Analysis & Reporting
- AP and Chicago Style Guides

### Language

- English
- Intermediate ASL