

Liz Galvao

Extremely detail and deadline driven writer, editor, and content programmer with over 10 years of experience.

Skills Summary

Microsoft Office
WordPress
Final Draft
Adobe Photoshop
Adobe Premiere Pro

Work Experience

Coordinator, Content Programming

Funny Or Die

Apr 2022 - Present

- Manage the Funny Or Die YouTube and Facebook pages and TikTok profile
- Post on the Funny Or Die Twitter and Instagram profiles

Content Programming Specialist

CollegeHumor

Apr 2017 - Jan 2020

- Oversaw metadata and copy generation, including SEO-friendly tags, keywords, titles, and series and episode descriptions, across all CH content

Writer and Editor Freelance

Jun 2011 - Present

- Write and consult on brand copy, speeches, and press releases for films, artists, and charitable organizations
- Write scripts for short videos, films, and live performances

Music Editor

BUST Magazine

Aug 2014 - Jul 2017

- Oversaw a team of freelancers, assigned music reviews for each issue, and edited for content & style
- Wrote reviews, interviews, and artist profiles for both print and online editions

Educational History

Vassar College

Bachelor of Arts

- Major: Film
- Studied screenwriting and filmmaking

Contact me at:

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