



Jade Cutler

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Portfolio:

Jadecutler.com

Education

Metropolitan State University of Denver

B.A. in Philosophy, Minor
in Psychology and
Concentrations in English
Literature and Women's
Studies

Community College of Denver

Certificate in Business
Entrepreneurship

Interest

Activism, metaphysics,
literature, political trends,
good conversation,
mindful and healthy living

Profile

I am detail-oriented, extremely organized, creative, passionate, hardworking, and easy going. I'm looking to use the skills and knowledge I've gained over the years to be a productive member of a team, while creating worthwhile and helpful content. Ideally, I'd love to flex my creative side and use my problem solving skills to grow and thrive both personally and professionally in a working position, while helping whatever company and/or organization I work for do the same.

Skills

Content creation (written and visual), general organization, close attention to detail, high interpersonal skills, high work ethic, working knowledge of all social media platforms and practices, up-to-date working knowledge of best SEO practices, familiarity with Google Ads and Analytics, versed in WordPress, Wix, G5, Square Space, Big Commerce, Celerant, Office Suite, Canva, basic knowledge of Photoshop and Illustrator.

Experience

Social Media and E-commerce Manager/Assistant Buyer for Focus Corporation; Denver, Colorado — October 2018 - Present

As the Social Media and E-commerce Manager I am responsible for the creation and implementation of all web and social content for the companies under the Focus Corporations umbrella, including Enterprise Coworking, Rise Cafe Denver, Greenbox Self Storage, Focus Property Group, and the retail stores Where The Buffalo Roam, Jackalope and Co, My Chicago. This includes everything from curating from start to finish original imagery (social media, headshots, product shots, real-estate interior photos, signs, brochures, business card, etc), to all copy (website, email marketing, PR, blogs, articles, etc), all front and backend website maintenance, developing and implementing strategy and growth tactics and more. Additionally, I run Focus Corporation's E-commerce retail site, which includes creation and implementation of all e-commerce marketing campaigns, analyzing site analytics, maintaining the website itself, responding to customer inquiries, managing inventory, shipments, orders and more. Finally, as the assistant buyer I help to order inventory for all our retail stores, manage vendor relations and accounts, and manage store inventories, price points, and merchandising.

Freelance Writer and Marketer — February 2014 - September 2019

I worked on various projects for companies, including but not limited to: web content, writing, blogs, social media content (visual and written) and management, email campaign content, copywriting, academic writing, ebook and ghost writing, informative articles, journalistic pieces, reviews, content strategizing and consulting, etc, for: Idea Centric LLC; Irvine, California, I AM Media LLC; Kansas City MO, Husky Executive; Bronx NY, Profit Parrot Marketing and Ottawa SEO Company; Ottawa Canada, River Road Venue and Lodging; Leavenworth WA, Lift League; San Francisco CA, Bikes and Hikes LA; Los Angeles CA, Txt To Give; Temecula CA, Ground Boom LLC; Boston MA, Better Help; Sunny Vale CA, Maternal Instincts LLC; Aurora CO and more