



# ..... NINA LIGHTCAP ..... .....

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Woodstock, GA

## Work Experience

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### Operations Manager            7/2025 – current

Company Name Withheld

- Short-form content and newsletter creation
- Website build, design, and maintenance, visual and written content creation
- Material package design, branding, logo creation
- Product launch coordination, process improvement measures, transportation logistics
- General content editing
- Marketing campaign management
- Oversight and optimization of tri-brand business activities
  - Product, graphic, creative, technical

### Senior Marketing Specialist            6/2024 – 7/2025

Company Name Withheld

- Short-form content and newsletter creation
- Website design, content creation, and maintenance
- Material package design, branding, logo creation
- General content editing
- Marketing campaign management
- Social media marketing

### Writer / Editor / Creative Director            3/2022 – current

...WORDS...

- Short- and long-form content creation
- Website design and management
- Social media marketing
- Short-form content creation - Amazon
- Newsletter creation - Patch Media
- Website content creation and updates – Company Name Withheld
- Product package design – Company Name Withheld
- Newsletter creation, marketing – Company Name Withheld
- Company form creation – Olympus Restoration of Georgia, PL Rescue, LLC
- Logo creation, Google Drive file system creation – Olympus Restoration of Georgia, PL Rescue, LLC
- Proofreading, writing, editing general content – Olympus Restoration of Georgia, PL Rescue, LLC

## **Production Project Administrator      12/2021 – 3/2022**

Best Pick Reports, Five Star Rated / Evercommerce

- Creating and editing internal documentation, including instruction documents, time tracking, team to team communications
- Reviewing team documents
- Report generation and administration
- Project management and administration for medium-sized projects

## **Editor II      1/2021 – 12/2021**

Best Pick Reports, Five Star Rated / Evercommerce

- Writing and editing profiles for online and print on behalf of service company members
  - Approximately 12 million books in print
- Creating and editing internal documentation, including instruction documents, time tracking, team to team communications, and company to member communications
- Reviewing team documents
- Report generation and administration
- Project management for medium-sized projects

## **Editor I      7/2019 – 1/2021**

Best Pick Reports, Five Star Rated / Evercommerce

- Writing and editing profiles for online and print on behalf of service company members
  - Approximately 9 million books in print
- Writing and editing short descriptions and metadata for search engine optimization
- Fact checking for data accuracy within online and print profiles
- Writing blogs for company website
- Creating and editing internal documentation, including instruction documents, time tracking, team to team communications, and company to member communications
- Project management for small projects

## **Special Skills**

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Proficiency In:      Editing, Production, and Operations: Salesforce, Airtable, Trello, Adobe, Google office products  
Website management and creation: Square, Wix, WordPress, Proprietary CRM  
SEO optimization  
Microsoft Office  
Canva, Adobe Illustrator, Photoshop  
Wireless Programming Systems: ProComm Plus, Centigram, Intouch, Boss

Training In:      SQL, C+, C++, Java, and Unix programming  
Project Management with a general concentration in information systems