

# Dachary Carey

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## Personal Profile

Freelance writer with proven track record of delivering quality content on-time. Experienced with a broad range of writing styles, tones and publications. A skilled researcher with a passion for learning. Specific writing experience includes:

- Copywriting
- SEO Content
- Ghostwriting
- Articles for Web and Print Media
- Newsletter Content
- Marketing Materials
- Corporate Documentation
- Novels, Short Stories and Creative Writing

## Professional Experience

**Freelance Writer** – September 2007 - Present

- Writing SEO articles and product buying guides for numerous clients.
- Copywriting for small businesses and Fortune 500 companies.
- Active member of Elance; blog writing, eBooks, articles, newsletter writing and SEO writing projects.
- Online marketing campaigns and leveraging Social Networking for marketing opportunities.
- Web content, articles and blogging to improve clients' Web presences.
- Short eBooks for marketing and ghostwriting novel-length non-fiction books.

**Consultant/Legal Assistant** – Malis|Law, Cambridge, MA ▪ August, 2005 – December, 2008

- Writing correspondence, legal pleadings, briefs and demand letters.
- Designing, coding, proofreading, editing, and maintaining Law Office website.
- Research and consulting – technology, written pieces, supplies, etc.
- Database design and maintenance, data entry.

**Executive Marketing Assistant** – One First, Cambridge, MA ▪ June, 2005 – August, 2006

- Design, proofread, and prepare documentation used in all Coldwell Banker Urban Communities sites.
- Writing for newsletter and advertising copy.
- Research data as requested by Project Manager, Director of Marketing, and Marketing Manager.

**Assistant Site Manager** – IKON, Indianapolis, IN ▪ May, 2001 – April, 2005

- Work with and manage staff in a variety of client offices to coordinate and complete projects and ensure client deliverables.
- Develop training materials for employees in different client sites, based on needs and workflow analysis.
- Develop training materials for use in IKON Indiana regional marketplace, including prototype Site Procedures Manual and Standard Operating Procedures Guides.

## Other Information

**Community Involvement:** Web maintenance work for the Cambridge Housing Assistance Fund, actively involved in local MSPCA and avid contributor and community member of Yelp.com.

**Professional Organizations:** Member of Grub Street, Inc. and the National Writers Union.

**Skills and Proficiencies:** AP Stylebook, Chicago Manual of Style, online article writing and blogging, Search Engine Optimization, technical writing skills, advanced computer proficiency.