

Riel Felice

WRITTEN CONTENT EDITOR

riel.felice@gmail.com

(904) 742-3187

EDUCATION

Florida State University

2016-2020

Bachelor of Science: Media/Communications Studies

Bachelor of Arts: Editing, Writing, and Media

EXPERIENCE

Social Media Content Editor

The Ezer Agency | July 2021 – Present

- Thoroughly edit clients' social media content, making necessary corrections to errors in grammar, syntax, spelling, etc.
- Meet with the team weekly to discuss duties and updates as they relate to The Ezer Agency.

Book Editor

Opportune Publishing | May 2021 – Present

- Thoroughly edit each manuscript following the Associated Press Stylebook, making necessary corrections to errors in grammar, diction, punctuation, spelling, and syntax.
- Meet with the publisher when needed to discuss duties and updates as they relate to Opportune Publishing and its projects.

Book and Blog Editor

Journal Joy Publishing | February 2021 – Present

- Execute a three-round editing process with each manuscript following the Chicago Manual of Style, making necessary corrections to errors in grammar, diction, punctuation, spelling, and syntax.
- Meet with the publisher when necessary to discuss responsibilities and updates as they relate to Journal Joy Publishing and its projects.

Written Content Editor and Ghostwriter

Freelance | January 2020 – Present

- Discuss manuscript content and pricing with clients.
- Ghostwrite manuscripts of varying genres following clients' preferred style guides (Chicago, AP, MLA, APA, etc.).

Book Editor and Ghostwriter

BFF Publishing House | May 2019 – Present

- Complete three rounds of edits to each manuscript following the Chicago Manual of Style, making necessary corrections to errors in grammar, diction, punctuation, spelling, and syntax.
- Hold one-on-one consultations with authors throughout the editing process to discuss their manuscripts.
- Ghostwrite books, bringing clients' visions to life.
- Create and publish social media posts, which market the services and promote the achievements of the publishing house and its authors.
- Plan, organize, and conduct meetings with the publisher weekly to discuss duties and happenings as they relate to projects, clientele, and BFF Publishing House as a whole.

Editor-in-Chief

Her Campus FSU | May 2019 – May 2020

- Led a team of 100+ staff writers, content editors, copy editors, and executive board members.
- Planned and led weekly executive board meetings, editor meetings, and all-team meetings.
- Submitted weekly reports to Her Campus National Headquarters.
- Edited 100+ articles weekly following the Associated Press Stylebook.
- Published 100+ articles weekly to Her Campus FSU.

Managing Editor

Her Campus FSU | May 2018 – May 2019

- Attended weekly all-team, editors', and executive board meetings.
- Edited 100+ articles of varying genres weekly following the Associated Press Stylebook, making necessary corrections to errors in grammar, diction, punctuation, spelling, and syntax.

Content Editor

Her Campus FSU | January 2018 – May 2018

- Led weekly meetings with staff writers to discuss and suggest content for articles.
- Edited 80 articles following the Associated Press Stylebook, making necessary corrections to errors in grammar, diction, punctuation, spelling, and syntax.