



ANDRW FOX

MULTIMEDIA CONTENT SPECIALIST · ASSISTANT · WRITER · EDITOR

I am a mechanically-inclined author and artist working as a skilled copywriter, editor, and creative design assistant. An autodidact by nature, I am drawn toward adventurous new achievements and precision. My career of nearly 10 years is principled on growth, accomplishment, transparency, and commitment to forward movement.

ANDRW FOX

THEY/THEM

INFO

📍 311 PEARL ST #2
LANCASTER, PA 17603

☎ 412-295-4488

✉ andrw@andrwx.com

🌐 www.andrwx.com

📷 @andrwx

🐦 @andrwx

🌐 linkedin.com/in/andrwx

SKILLS

- Administration, Clerical, Document Imaging, Notarization
- Creative Writing, Copywriting
- Copyediting, Proofreading
- Publishing, APA, MLA, CMOS
- Web Design, HTML5, SEO
- Design, Digital & Print Layout, Vectors, Illustration, Logos
- Creative Development, Project Management
- Culinary Arts, Recipe Development
- Marketing, Digital Marketing, eCommerce
- Sound, Recording, Audio Editing
- Remote Work, Attention to Detail, Strong Communication Skills, Leadership, Collaboration

EXPERIENCE

ANDRW FX, LLC, REMOTE – WRITER, EDITOR, VISUAL & SOUND ARTIST, MULTIMEDIA CONTENT SPECIALIST

JUNE 2016 – PRESENT

- Working in ink, paint, digital, fiction, audio, sculpture, illustration, electronics, culinary, design
- Writing and publishing fiction and illustration books
- Designing original novelty art shirts for ecommerce store
- Writing and developing web copy, product descriptions for books, tapes, and prints
- Copyediting, Graphic Design, and Book Layout for niche client base

GET IT DONE PRODUCTIONS, REMOTE – MULTIMEDIA CONTENT MARKETING SPECIALIST, COPYWRITER, EDITOR, EXECUTIVE ASST

AUGUST 2020 – AUGUST 2023

- Copyedited and developed more than 100 manuscripts, book proposals, and card decks
- Copywrote and developed web copy for six company websites
- Copywrote, edited, and developed content for an award-winning book publishing course

LINDSEY SMITH LLC, REMOTE – VIRTUAL ASST, COPYEDITOR

NOVEMBER 2017 – AUGUST 2022

- Copyedited and developed more than 50 manuscripts and book proposals, three of which featured on top-five publishers
- Supported on multiple projects for award-winning authors and artists, celebrity oracles and singers, and parishes and synagogues of great historical importance

BANTHA, PITTSBURGH, PA – EXECUTIVE ASST, RECIPE DEVELOPER

JANUARY 2018 – AUGUST 2021

- Developed and wrote seasonal beverage recipes and menu still in use
- Developed and wrote tapas plate recipes and menu still in use
- Managed Social Media and Product Photography

B52 CAFE, PITTSBURGH, PA – EXECUTIVE ASST, ASST KITCHEN MANAGER, RECIPE DEVELOPER

MARCH 2018 – AUGUST 2020

- Catalogued, edited, and managed recipe book for prominent Vegan Palestinian Cafe
- Wrote and developed Vegan Sausage, Cheeses, and Mock Over-Easy Egg Recipes
- Managed team of 6-8 to carry successful, record-breaking brunch services

TITLE 365, PITTSBURGH, PA – LEAD DOC IMAGING SPECIALIST

OCTOBER 2016 – NOVEMBER 2017

- Oversaw Imaging System Team of the Post Closing Department
- Managed logistics daily incoming/outgoing overnight packages



ANDRW FOX

MULTIMEDIA CONTENT SPECIALIST · ASSISTANT · WRITER · EDITOR

My core values are a commitment to mutual respect and hard work, the promotion of safe and equitable environments, to be transparent in all things, to be prompt and thorough, to be intuitive and refer to my informed experience to improve toward excellence, to be realistic in expectations but to approach all things with a positive mental attitude, and to be mindful of the necessity to recognize the balance of humor and earnest of all things.

PROGRAM FLUENCY



VISIONET SYSTEMS, PITTSBURGH, PA – EXECUTIVE ASST, IMAGING SUPERVISOR, TECHNICAL SUPPORT ASSOCIATE

JULY 2015 – OCTOBER 2016

- Facilitated development and implementation of a filing and shipping system custom-tailored to Post Closing Department
- Presented and demonstrated state-of-the-art imaging process to all visiting and potential clients, alongside Chief Technology Officer

COMMUNITY LIVING & LEARNING, INDIANA, PA – DIRECT SUPPORT PROFESSIONAL

SEPTEMBER 2014 – MAY 2015

- Assisted three individuals with every day tasks in their home to help them achieve their goals and support their independence
- Distributed medications, prepared balanced meals, developed nutrition plan for entire organization, transported individuals to their work and day facilities

KOPP PHARMACY, ALTOONA, PA – MEDICATION DRIVER

MAY 2013 – AUGUST 2014

- Delivered hospice medications to homes in tri-county area in company car
- Delivered medication and other merchandise to homes surrounding pharmacy

SUN JAPAN, ALTOONA, PA – LEAD LINE, ASSISTANT KITCHEN MANAGER, EXECUTIVE ASSISTANT

AUGUST 2007 – AUGUST 2014

- Studied under classically trained sushi chefs
- Served as an assistant to CEOs dealing in translation, ordering, and banking
- Managed team of 3 to carry successful services

EDUCATION

INDIANA UNIVERSITY OF PENNSYLVANIA, INDIANA, PA – BACHELOR OF ARTS ENGLISH COMPOSITION AND LITERATURE

AUGUST 2010 – MAY 2014

- Studied Experimental Writing, Contemporary Literature, and Sociocultural Anthropology
- 3.8 Departmental GPA
- 3.2 Encompassed GPA

REFERENCES

- LINDSEY SMITH, GID PRODUCTIONS**
FORMER EMPLOYER
LINDSEY@YOUCANGETITDONE.COM
- WOZ FLINT, GID PRODUCTIONS**
FORMER COLLEAGUE
WOZ@YOUCANGETITDONE.COM
- DR. MATTHEW USSIA, DUQUESNE UNIV.**
COLLEAGUE
MATTUSSIA@GMAIL.COM
- JACK BALL, BANTHA**
FORMER EMPLOYER
BANTHATEABAR@GMAIL.COM