# ELIZABETH OH

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## EDUCATION

**Master of Arts, Professional Writing** **April 2026**
University of Cincinnati, Cincinnati, OH

**Bachelor of Arts, English: Rhetoric & Professional Writing; Creative Writing** **April 2024**
*Environmental Studies Minor*
*Copyediting & Publishing Certificate*
University of Cincinnati, Cincinnati, OH

## SKILLS

**Programs**

- Oxygen XML
- DITA XML
- CapCut
- Canva
- Mailchimp
- Google Workspace
- Microsoft Office
- Linktree
- Adobe Creative Cloud
- PC & Apple

**Hard Skills**

- Creative Writing
- User Experience
- SEO
- Social Media
- HTML & CSS
- Copywriting & Copyediting
- Technical Writing & Editing
- Digital Marketing
- Graphic Design
- Research

## WORK EXPERIENCE

**Freelance Writer** **June 2025 – September 2025; May 2026 – September 2026**
M E Clarke Consulting – Blue Ash, OH

- Developed the nature-based visual and copy style of the Lead Like it Matters leadership retreat series by ideating with all team members on organizational goals and services.
- Generated concepts for the visual identity of MECC by creating graphics in Canva for social media platforms LinkedIn, Instagram, FaceBook, EventBrite, and WordPress, then publishing event promotion alongside original, supportive copy.
- Communicated processes on various initiatives through a project proposal document and shared Excel spreadsheets, using these works as a foundation to log active progress of projects for all team members to track.

**Narrative Designer & Writer** **January 2026 – April 2026**
Live Well Collaborative – Cincinnati, OH

- Developed methods to assess and record the responsiveness of an internal AI program developed by Live Well Collaborative, culminating in a keynote presentation and one-pager delivered to the organization's board of directors.
- Refined copy across documentation and four kick-off presentations delivered to client The Boeing Company, comprised of primary and secondary research on target audiences and their relation to DEI and wellness initiatives within Boeing services.
- Shared rhetorical and editorial insights with a diverse array of collaborators, including clients, UX designers, and researchers, to create an inclusive and well-informed environment of knowledge drivers to facilitate accessible user experiences.

**Graduate Assistant at Office of Nationally Competitive Awards** **June 2024 – December 2025**
University of Cincinnati – Cincinnati, OH

- Designed and published a monthly newsletter in Mailchimp containing information about available scholarships and services by the office, including copy and infographics posted on Instagram and the website, all with a student audience in mind.
- Wrote strategic copy in targeted email outreach campaigns by identifying eligible students for over 30 national scholarships from over 50,000 students by filtering a comprehensive university database based on unique qualities of each award.
- Delivered informational presentations to hundreds of students across disciplines each semester to provide information about the scope and availability of scholarships, including services offered by the Office of Nationally Competitive Awards.

**Freelance Grant Writer** **February 2024 – June 2024**
Cincinnati Recycling & Reuse Hub – Cincinnati, OH

- Created a universal boilerplate document for use in future grant applications by synthesizing the insights and styles from previous grant applications, maintaining a voice that is uniquely The Hub.
- Appealed to the needs of a specialized audience of patrons, sponsors, and foundations by adopting a storytelling lens of copy which celebrated local environmental and sustainability initiatives.
- Collaborated with leaders at The Hub to gather statistics, demographic information, and project initiatives, then present them through engaging copy that emphasized feasible timelines and tangible deliverables.

**Academic Writing Center Coordinator** **January 2022 – April 2024**
University of Cincinnati – Cincinnati, OH

- Managed the schedules of all writing tutors and developed instructional content for workshops, meetings, and lessons to maintain consistency across provided services: asynchronous draft review, drop-in tutoring, and one-on-one appointments.

- Consulted hundreds of students on high-level writing, editing, and rhetorical strategies across various points in the drafting process with emphasis on analyzing multimedia works and translating findings into a cohesive argument or presentation.
- Synthesized student objectives with class expectations in 30-60 minute, one-on-one sessions and actively listened to student concerns before strategizing a plan to complete a project or assignment with intention and empathy.

**Technical Editing Intern** **May 2023 – August 2023**

ServiceNow – San Diego, CA

- Revised alternate text for over 900 graphics across help documentation in the ServiceNow Vancouver software release, ensuring clarity, accessibility, and alignment with both brand style guidance and ADA compliance.
- Refined copy of internal documentation produced by the training, accessibility, and localization teams to accurately describe various software processes and maintain consistency with the ServiceNow brand.
- Collaborated with technical writers in Oxygen XML to create accessible, client-facing copy in DITA concept, task, and reference documents, therefore communicating technical concepts and software processes with efficiency.

## SCHOLARSHIPS & AWARDS

**Jean Chimsky Prize** **April 2024**

- Best Collection of Three Poems in University of Cincinnati English Department Writing Contest

**Short Vine Literary Journal** **Fall 2020, Spring 2022**

- Published short story “Permafrost” in Fall 2020 issue
- Published short story “The Dark Side of the Sun” in Spring 2022 issue
- Published poem “February 15th” in Spring 2022 issue

**Hilda Smith Prize** **Spring 2022**

- Best Essay in Women’s History in University of Cincinnati History Department Awards Contest

**Best Screenplay Prize** **Fall 2021**

- Best 10-page screenplay in University of Cincinnati English Department Writing Contest