

Brianna Davis

[Email](#) | [LinkedIn](#) | [Portfolio](#)

SUMMARY

Versatile and thoughtful writer with a background in content creation, editorial storytelling, and process documentation. Known for transforming complex information into clear, engaging writing that informs and connects. With a degree in Mass Communication and experience spanning blog posts, how-to guides, and user-focused content, I bring both creativity and structure to every project. Currently seeking a remote writing role where I can apply and grow my skills in content development, documentation, and storytelling.

KEY SKILLS

- Content Writing and Storytelling
- Technical Documentation (How-Tos, FAQs, SOPs)
- Editing & Proofreading (Clarity, Tone, Grammar)
- Blog & Web Content Creation
- Process Documentation & Internal Guides
- SEO Fundamentals
- User-Focused Communication
- Tools: Google Workspace, Canva, Notion, Microsoft Office
- Remote Collaboration: Slack, Teams, Monday.com

PROFESSIONAL EXPERIENCE

- | | |
|--|----------------------|
| Paradigm | Remote |
| Legal Assistant | Oct 2022 - Apr 2025 |
| <ul style="list-style-type: none">• Drafted formal objection letters and summaries in response to subpoenas, applying legal accuracy and clear written communication• Conducted legal research to support guideline updates, synthesizing information into readable references• Managed legal files and contracts using Ironclad and Legal files systems• Organized and maintained internal documentation to support team transitions, including process workflows and software guides | |
| Data Entry Clerk | June 2021 - Oct 2022 |
| <ul style="list-style-type: none">• Corrected inaccuracies in client and vendor files, ensuring data integrity and adherence to standard processes• Cataloged legal documents, improving database organization, and accessibility for cross-team use• Helped improve team efficiency by streamlining communication and assisting with internal processes• Processed and verified client invoices to ensure timely submission | |
| LoanBoss | Charlotte, NC |
| Data Coordinator Quality Assurance Specialist Loan Specialist | Oct 2019 - Dec 2020 |
| <ul style="list-style-type: none">• Enhanced document management and task assignment by effectively organizing loan documents and coordinating project workflows, leading to two promotions for outstanding performance and efficiency• Maintained up-to-date client databases by accurately inputting property details and confidential metrics, and proactively engaged with clients to ensure portfolio accuracy• Executed quality control measures by identifying and rectifying documentation discrepancies, contributing to the integrity and reliability of client data• Tracked prospects and clients through HubSpot and managed meeting scheduling via Calendly and Gmail | |
| Vintage Home Charlotte | Pineville, NC |
| Social Media Manager and Product Specialist | Oct 2018 - Dec 2018 |
| <ul style="list-style-type: none">• Created brand-aligned promotional images following company standards• Wrote product descriptions and marketing captions to engage the audience across Instagram and Facebook | |

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CREATIVE + WRITING EXPERIENCE

That's All Bri Wrote – Freelance/Creative Work

Charlotte, NC

Writer & Digital Creator

Oct 2020 - Present

- Develop blog posts and SEO-focused content centered on creativity, lifestyle, and faith, emphasizing clarity and relatability
- Generate digital graphics and visual assets to support storytelling across social media platforms
- Monitor engagement metrics and adjust content strategy to improve reach and connection

The Roddey-McMillan Record

Rock Hill, SC

Editor-in-Chief

Apr 2017 - May 2018

- Oversaw story development, editorial planning, and layout execution for monthly publications
- Revised and refined written content to meet publication standards
- Supervised a team of writers, offering guidance, feedback, and resources

Managing Editor

Nov 2016 - Apr 2017

- Collaborated with section editors to align content with publication goals and deadlines
- Contributed to print and digital content planning in support of the Editor-in-Chief

Culture Editor

Aug 2016 - Nov 2016

- Produced original stories tailored to student interest and current events
- Designed page layouts using editorial tools, integrating headlines, images, and graphics

Staff Writer

Dec 2014 - Aug 2016

- Reported on campus events, diversity initiatives, and student issues
- Adapted writing based on editorial feedback to ensure clarity and journalistic integrity

EDUCATION

Winthrop University

Rock Hill, SC

Bachelor of Arts (B.A.) in Mass Communication, Minor in Leadership Studies

May 2018

PROFESSIONAL DEVELOPMENT

Udemy – Online Training

- The Ultimate SEO Training 2025 + SEO For WordPress Websites – Completed July 2025
- Introduction to Technical Writing – Completed May 2025
- The Content Writing Course – Completed May 2025
- Proofread Like a Pro – Completed March 2025
- Editing Mastery: How to Edit Writing to Perfection – Completed December 2024
- Punctuation Mastery – Completed October 2024
- The Complete Copywriting Course: Write to Sell Like A Pro – Completed September 2024