

Dominic Richie

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PROFILE

Proven skills in storytelling, copywriting, and editing. Writer and aspiring novelist specializing in fantasy, sci-fi, and horror, but committed to producing high-quality, engaging content that aligns with the company's mission and the target audience's interests.

EDUCATION

CREATIVE WRITING BFA | Full Sail University

Expected Graduation: 2025

SKILLS

- Creative Writing
- Final Draft
- Editing & Copywriting
- Microsoft Word & Excel
- Adobe Illustrator & Photoshop
- Critical Thinking & Analysis
- Leadership

PUBLISHED WORK

- *"Daily Nightmares of a Daydreamer,"* | Draft2Digital.com | October 2024

WORK EXPERIENCE

OPERATIONS SPECIALIST | GUARDIAN LIFE INSURANCE COMPANY

Dec 2020 Through MAR 2024

- Resolved customer inquiries related to Disability Insurance coverage while delivering a high level of customer service.
- Met and exceeded individual performance metrics including average calls per day, adhering to daily schedule, Quality Assurance call scores, client survey scores, etc.
- Verified callers by obtaining correct data points or Personally Identifiable Information (PII) to ensure information was provided to the appropriate party.
- Built relationships with the Guardian members and providers to ensure their needs were fulfilled in a timely and satisfactory manner.

LICENSED SALES PROFESSIONAL | ALLSTATE INSURANCE

Sep 2018 Through Jul 2020

- Sold auto, home, and life insurance policies, exceeding individual sales quotas and performance metrics.
- Maintained a regular follow-up schedule with each active client.
- Managed sales team to maintain set sales goals and to acquire leads.
- Successfully performed outbound cold calls to potential new clients

RELEVANT COURSEWORK

NEW MEDIA TOOLS - 3 CREDITS

Full Sail University | 2023

- Well-versed in using many applications featured in the Adobe Creative Cloud, such as Photoshop and After Effects.
- Evaluated new media tools, past methods, and media outlets to examine the effectiveness of communication avenues and their effectiveness.

Outcome: *Proficient with multiple Adobe applications.*

PUBLISHING AND DISTRIBUTION - 4 CREDITS

Full Sail University | 2023

- Learned the foundation of publishing and distributing written work and grew a strong understanding of the evolution of the entertainment industry, including the process through which projects are developed, produced, and distributed.

Outcome: *Published an eBook releasing October 2024.*

PROJECT AND PORTFOLIO II - 4 CREDITS

Full Sail University | 2024

- Learned the different components of both copywriting and technical writing. Practiced writing copy.
- Learned the most common editing types and had hands-on practice with editing effectively in both quizzes and graded assignments.

Outcome: *Proficient with copyediting, proofreading, and copywriting.*

CLUBS AND AFFILIATIONS

NSCS MEMBERSHIP

The National Society of Collegiate Scholars (NSCS)

Member | March 2024

FULL SAIL CREATIVE WRITING CLUB

Member | June 2023