

EZRA YUN

Editorial Assistant

EzraYun.com

ezrayun00@gmail.com

A motivated and detail-oriented Editorial Assistant with 4 years of proofreading and editing experience, mentoring students, and designing course presentations. Performs well under pressure and upholds a persistent and optimistic attitude. Strong writing and organization skills paired with the ability to create clarity among ambiguity in a collaborative environment.

Work Experience

LLM AI Content Editor

Feb 2024 - Present

GlobalLogic via Digitiv LLC

- Evaluates and executes fast-paced content editing tasks for an LLM at a Fortune Tech 10 company.
- Collaborates with 20+ content engineers and writers on an evolving body of knowledge, including updating living documents and guidelines.
- Enforces grammatical standards to ensure all prompts follow the prescribed guidelines and structural integrity.
- Guarantees content is accurate, relevant, and understandable for a broad audience, including specialists and general users.

Instructional Assistant

Sep 2021 - Present

Rutgers University - New Brunswick, NJ

- Drafts and designs class websites and relevant coursework for undergraduate communication and professional writing courses.
- Conducts proofreading and delivers instructional feedback on students' portfolios, resumes, and LinkedIn profiles.
- Mentors students on how to become better communicators and writers.
- Designs course presentations by utilizing relevant information from current events.

Social Media Director

Aug 2020 - Jun 2022

Rutgers Korean Christian Fellowship - New Brunswick, NJ

- Developed and implemented comprehensive social media strategies to increase brand visibility and engagement.
 - Managed all social media platforms, including content creation, scheduling, and analysis.
 - Collaborated with teams to align social media efforts with overall marketing and business objectives.
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Education

Master's in Communication and Media

August 2023

Rutgers, The State University of New Jersey - New Brunswick, NJ

- Relevant Coursework: Creative Writing, Creative Non-Fiction, Children's Literature and Novel, Public Relations Management

Bachelor of Arts in Journalism and Media Studies

May 2022

Rutgers, The State University of New Jersey - New Brunswick, NJ

Skills

Editing, creative writing, content creation, social media marketing & management, Microsoft Office, Adobe Suite, multi-media production, Korean fluency