

ARIANNA KELLEY-LOMAX

PROFESSIONAL SUMMARY

Multidisciplinary professional specializing in writing, editing, and communication with proven success in transforming complex ideas into clear, engaging content. Experienced in broadcast journalism, content development, and academic/professional proofreading, with strong foundations in administrative coordination and project support. Adept at tailoring voice, style, and tone to diverse audiences across digital, print, and live broadcast media. Skilled in collaboration, problem-solving, and meeting high-pressure deadlines. Committed to delivering polished, impactful work that strengthens brand presence and audience connection.

 (708) 837-1995

 ari@ariannakelleylomax.com

 LinkedIn | Portfolio

EDUCATION	PROFESSIONAL EXPERIENCE
Kent State University — Bachelor of Arts in Communication Studies Kent, OH	Outlier — Freelance AI Writing Consultant Jan 2023 – Present Remote - Edited and proofread scripts, proposals, and academic papers for clients, ensuring accuracy, clarity, and proper formatting. - Collaborated with writers to refine structure, strengthen tone, and align content with audience expectations. - Delivered polished, publication-ready materials under tight deadlines, balancing speed and quality.
CORE COMPETENCIES & SKILLS - Writing & Editing: News scripts, proposals, briefs, business communication, creative copy, academic papers - Communication: Broadcast journalism, interviewing, presentation, cross-functional collaboration - Tools: Adobe Creative Cloud, Microsoft 365, Google Workspace, Oracle - Additional: Proofreading (AP/Chicago/MLA/APA), content organization, workflow management	Black Squirrel Radio — Radio Co-Host & Creative Director October 2015 – Dec 2019 Kent, OH - Researched, wrote, and delivered AP-style news scripts under live broadcast conditions. - Planned and produced engaging interview segments, coordinating with guests and staff to maintain show flow. - Edited audio for clarity and timing, ensuring professional sound quality and consistent branding. - Directed creative programming decisions that expanded listener engagement and strengthened station presence. Amazon — Area Manager May 2021 – Dec 2022 Fontana, CA - Led shift operations and coordinated cross-functional teams to meet performance and safety goals. - Authored clear documentation and daily reports, ensuring accuracy and effective communication across departments. - Trained staff on communication strategies and performance expectations, strengthening team efficiency.

