






# HILARY WINOCCOR

## CONTACTS

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## EDUCATION

B.A. in Journalism  
Minor: Film-Cinema Studies  
University of Central Florida  
Orlando, FL  
2014-2016

Associate of Arts  
Florida Atlantic University  
Boca Raton, FL  
2012-2014

## EXPERTISE

Copywriting

Copyediting

Photography

Video production

AP Style

Time management

Google Analytics

Content Marketing

## PERSONAL SUMMARY

Creative and enthusiastic young professional who is efficient with her time, has a keen eye for detail and is very organized. Served as a writer for numerous publications and a marketing admin for one of the largest builders, developers, and managers of multifamily housing in the nation. I understand the importance of making deadlines, communication—both written and verbal, problem solving, and being independent in order to get tasks completed on time.

## EXPERIENCE

### Marketing Admin Assistant

*The Bainbridge Companies / Wellington, Fl. / August 2019 – December 2020*

- Completed audits on all Social Media accounts, Google My Business, ILS and Tracking information on 50+ apartment communities
- Pulled monthly reports on all properties and converted to Excel for Regional Managers and Vice Presidents
- Created new hire packets and sent out packages
- Completed expense reports for marketing department
- Created, updated and sent out calendar invites for all of marketing department regarding acquiring and disposing of properties and their assets
- Operated and kept inventory of corporate store

### Personal Assistant

*The Bainbridge Companies / Wellington, Fl. / April 2017 – July 2019*

- Cleaned and organized the home office of CEO
- Ran errands such as picking up dry cleaning, pet medicines and grocery shopping

### Writer and Photographer

*Nicholson Student Media / Orlando, Fl. / January 2016 – December 2016*

- Wrote news and feature stories on different events that took place at the University of Central Florida and surrounding neighborhoods
  - Covered numerous collegiate volleyball and soccer games
  - Spotlighted UCF alumni businesses

### INTERN

*Winter Park/Maitland Observer/ Orlando, Fl. / May 2016 – August 2016*

- Produced numerous feature stories on local people impacting the Winter Park and Maitland community