



CG

CHANDI GILBERT

FREELANCE WRITER AND EDITOR | WWW.CHANDIGILBERT.COM
COLUMBUS, OHIO

PROFILE

I am an engaging writer, editor, and genial weirdo with an authentic voice, offering a uniquely diverse perspective to professionals in need of reliably creative wit and quirk.

SKILLS

- Public Speaking
- Wordpress
- Research
- Blogging
- Instagram
- MagicInfo
- Editing
- Proofreading
- Content Creation
- Teambuilding
- MLA, APA, Chicago Manual of Style
- Customer Service
- Microsoft Office Suite
- Can speak basic Japanese

EXPERIENCE

TRAINING AND DEVELOPMENT COORDINATOR • HONDA LOGISTICS NORTH AMERICA • AUGUST 2016 – MARCH 2017

- Create and implement content for technical and soft skills training for 2000+ associates in both physical classrooms and in an online learning platform
- Develop and distribute corporate and regional communications such as associate relations newsletters, upper-management speeches, marketing material for my classes, and informational memos sent to over 7000 associates across the US
- Track career path and development of associates while offering assessments and guidance

STRATEGIC CORPORATE COMMUNICATIONS SPECIALIST • HONDA ENGINEERING NORTH AMERICA • OCTOBER 2012 – AUGUST 2016

- Design and distribute content for corporate and regional communications such as human resources newsletters and President and Vice President quarterly speeches
- Research and content creation for PowerPoint presentations
- Informational memos using in-depth knowledge of Microsoft Office software (Word, Excel, PowerPoint, Outlook, Publisher)
- Administering day-to-day operations
- Generate, publish, maintain, and edit company intranet content
- Daily development of company-wide CCTV content including updates on production, upcoming activities, policies, and memos

EDUCATION

BACHELOR OF ARTS IN ENGLISH • DECEMBER 2016 • COLUMBIA COLLEGE
EDITING CERTIFICATE • DECEMBER 2016 • UNIVERSITY OF CHICAGO



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