

Nicole Friedberg

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Education

University of Pittsburgh, Pittsburgh, PA

Graduated April 2020

Bachelor of Arts, Major in Writing, Minors in French and Theatre Arts; GPA 3.718

Work Experience

Free Agency | New York, NY

January 2021 – Present

Talent Enablement Writer

- Compose and personalize cover letters for clients to submit with job applications.

The Scarlett Lady | Los Angeles, CA

November 2020 – Present

Head Copywriter and Editor

- Edit all copy utilized by company on website and on saleable products
- Compose blog posts, incorporating key words to drive SEO improvement

Docherty Talent and Model Agency | Pittsburgh, PA

January 2020 – March 2020

Office Intern

- Assisted the agency through clerical work and creating image collections for social media

Pittsburgh Magazine | Pittsburgh, PA

August 2019 – March 2020

HOME Intern

- Pitched and wrote 24 articles for the *Pittsburgh Magazine* HOME section
- Proofread magazine prior to final publication

“Dear Zoe” | Pittsburgh, PA

October 2019

Intern to the Assistant Director

- Confirmed schedules and distributed assignments to film staff on behalf of the Assistant Director

The Breman Museum | Atlanta, GA

May 2019 – August 2019

Business Intern

- Researched topics for upcoming exhibitions
- Wrote and edited copy for PR use and exhibition texts and descriptions

Nursing Times | London, England

January 2019 – April 2019

Intern

- Composed 5 articles, reformatted and updated past articles for publication in new website format, and assisted with background research for articles prior to composition

Pitt Program Council | Pittsburgh, PA

August 2018 – December 2018

Box Office Sales

- Sold tickets to on-campus and university-sponsored events
- Responsible for keeping cash drawer in check

Panera | Johns Creek, GA

June 2017 – August 2017

Customer Associate

- Engaged with customers with friendliness and efficiency. Took orders, maintained clean dining area tables, and ensured customers had a positive dining experience

American Charities | Remote

June 2017 – August 2017

Intern

- Revamped website by updating content, and making grammatical corrections. Worked closely with founder to integrate his vision clearly and concisely

Publications

Published in the *Nursing Times* and *Pittsburgh Magazine*

Leadership and Awards

UHC Research Fellowship | Pittsburgh, PA

August 2019 – December 2019

University of Pittsburgh Dean's List | Pittsburgh, PA

August 2016 – April 2020

Extracurricular

- Member, Alpha Delta Pi
○ Volunteer at the local Ronald McDonald House and help make meals for the families staying there
January 2017 – April 2020
- University of Pittsburgh Stages
○ Played “Evil Tina” in University of Pittsburgh production of the play “She Kills Monsters”
August 2018 – October 2018
- University of Pittsburgh Student Lab
○ Played “Sister Felicity” in the student lab production of “Suddenly Last Summer”
March 2018 – April 2018

Skills and Interests

- Proficient in MLA and AP Styles
- Proficient in Webvision CMS
- Conversational in French
- Document editing
- Theatre
- Monologue writing