

Micah Lambert

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Online portfolio: <https://micahlynne.wixsite.com/micahlambert>

Education

Pepperdine University, Malibu, CA

Aug. 2013 - Apr. 2017

B.A. Creative Writing, German Minor (*summa cum laude*)

Professional Experience

Institute for Studies of Religion, Baylor University, Waco, Texas

Aug. 2019 - Present

Assistant to the Director

- Curate and manage social media channels to promote events and build engaged community
- Copy editor of peer-reviewed academic journal *Interdisciplinary Journal of Research on Religion*
- Maintain and update ISR website, create quarterly newsletter and all email marketing efforts
- Serve as assistant producer of the new ISR podcast “Objective Religion”
- Administration and event planning for conferences, lectures, and symposia

Prodege, El Segundo, California

June 2019 - Present

Free-Lance Online Content Writer

- Write compelling new content like vendor descriptions, blog articles, and listicles on an ongoing basis for Prodege’s consumer loyalty brand “Swagbucks”
- Rewrite existing content to boost SEO, drive website traffic, collect data, and increase conversions

Let’s Start Talking Ministries, Hurst, Texas

May 2019 - Aug. 2019

Social Media Intern

- Curated and distributed media content across multiple platforms (i.e. Instagram, Facebook)
- Grew follower count by 17% in three months and significantly increased follower engagement
- Wrote, designed and distributed a monthly newsletter to donors/alumni using MailChimp
- Used a CRM called NEON to effectively manage and engage customers

Empower Women Media, Remote

June 2018 - Sept. 2018

Content Development Intern

- Created and managed original content for the EWM Instagram, Facebook and blog
- Procured and copy-edited submissions for the annual film competition

Fulbright Scholar Program, D. Bonhoeffer School, Rimbach, Germany

Sept. 2017- June 2018

English Teaching Assistant

- Taught 5th-10th grade English in multicultural classroom settings and via weekly programming
- Created promotional video and photography content featured on the school website

Pepperdine University, Human Resources, Malibu, CA

Jan. 2017 - June 2017

Administrative Intern

- Assisted with administrative tasks, managed the front desk, answered phones and directed inquiries
- Helped organize and plan for university events like new employee orientations

Pepperdine Graphic Media, The Graphic Newspaper, Malibu, CA

Aug. 2016 - Jan. 2017

‘Life & Arts’ Section Editorial Assistant

- Authored weekly articles, copy-edited section content, and oversaw layout of pages using InDesign

Published Work

America’s Emerging Literary Fiction Writers: California, 2019 (short story), *California’s Emerging Writers: An Anthology of Nonfiction*, 2018 (piece), *Expressionists Magazine*, 2017 (short story), *Currents Magazine*, 2016 (article)
Skills

Microsoft Office suite, German (fluent), Spanish (proficient), Wordpress, Adobe: Photoshop, InDesign, Audition