

IAN C SUTHERLAND

WRITER

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EDUCATION

BFA, Creative Writing Exp. Graduation: 10/2020

Full Sail University | Winter Park, FL

WRITING EXPERIENCE

HOME, WAR AND DOGS | Shorts Collection |

Smashwords | 03/2020

WORK EXPERIENCE

GRA Specialist

Guaranteed Rate | Chicago, IL. - 09/2019-Present

- Request and process missing mortgage and title documents.
- Maintain and update database of retrieved and escalated requests.
- Organize, upload and ship retrieved documents.

Tour Guide

Big Bus | Chicago, IL. - 12/2016-07/2019

- Developed unique, memorable tours that discuss Chicago's past, present and future.
- Engage with large crowd for full 2+ hour experience through downtown Chicago.
- Ensure that all guest needs and concerns are satisfied to the fullest extent possible.

CERTIFICATIONS

- SEO Keyword Strategy|LinkedIn Learning
- Adobe Creative Cloud |LinkedIn Learning

SKILLS

- Adobe CS
- Final Draft
- Adobe Spark
- Final Cut Pro
- Premiere Pro
- Logic Pro
- ProTools
- WordPress
- MS Office
- Verbal Communication
- Written Communication
- Copywriting
- Creative Writing
- Graphic Design
- Photography
- Improv
- Team MGMT
- Community Organizing
- Fundraising