|  |
| --- |
| Jo ChristianContent Manager/SEO Specialist  |
| 4911 SW 45th Circle Ocala, FL 34474 | 407-221-0780 | jmchristian33@gmail.com  |
|  | OBJECTIVE |  |
|  |  |
| To grow in a career opportunity that fully utilizes my management and technological skills while making a significant contribution to the success of the company and my team |
| EDUCATION — | EXPERIENCE |  |
|  |
| *University of Florida* *2011-2013**GPA: 3.72**Major Concentration*: Linguistics*Minor Concentration*: Classics*Awards and Recognitions** Received a Bachelor of Arts, *Cum Laude*
* Created curriculum for and led a seminar on Language Construction

Seminole State College of Florida2009-2011*GPA: 3.75**Awards and Recognition** Graduated from the Honors College
* Participated in Phi Theta Kappa
 | Outlier. AI: Large Language Model (LLM) TrainerMarch 2024-Present* Collaborate with programmers to edit chatbot outputs for accuracy, safety, and usefulness
* Rank chatbot output to train AI
* Provide feedback to systems to manage chatbot responses

Van Law Firm: Content Manager/Head of Special ProjectsApril 2023 – November 2023* Oversaw website redesign projects
* Collaborated with web developers on WordPress
* Tracked SEO keywords with Rank Tracker and other tools
* Created/Edited/Approved SEO content and keywords
* Spear-headed a video course including writing the scripts for the video
* Approved final email drip campaign strategies

Word Agents: Content WriterNovember 2021 – April 2023* Crafted SEO-driven articles for clients
* Coordinated with head writers to meet time-sensitive deadlines

Appen Ltd: Independent ResearcherOctober 2020 – October 2022* Provided independent research to support/deny a claim
* Fact-checked media for inaccuracies and supported my decision with evidence
* Participated in a fast-paced work environment with strict deadlines and time management
 |
| KEY SKILLS — | Specialization Skills  |  |
|  |
| ManagementSEO Content WritingLLM Training/Language SpecialistFoundational ProgrammingTechnical Writing | I have received certification in data analysis and possess a foundational understanding of SQL and R. Additionally, I am in the process of learning Python to further my career goals.  |