|  |  |  |
| --- | --- | --- |
| Jo Christian  Content 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 Florida  2009-2011  *GPA: 3.75*  *Awards and Recognition*   * Graduated from the Honors College * Participated in Phi Theta Kappa | Outlier. AI: Large Language Model (LLM) Trainer March 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 Projects April 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 Writer November 2021 – April 2023   * Crafted SEO-driven articles for clients * Coordinated with head writers to meet time-sensitive deadlines  Appen Ltd: Independent Researcher October 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 |  |
|  |
| Management  SEO Content Writing  LLM Training/Language Specialist  Foundational Programming  Technical 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. | |