

# JENNIFER IHRIG

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## OBJECTIVE

Professional writer completing a bachelor's degree (4.0 GPA) in English/Creative Writing, with experience in developmental editing, manuscript preparation, business communications, and client-facing content. Skilled in producing clear, effective, and emotionally resonant writing across genres. Eager to contribute strong editorial judgment, creative insight, and emerging AI-based communication skills to a dynamic organization.

## SKILLS

- Developmental Editing & Line Editing
- Copywriting & Content Creation
- Editorial Workflow & Project Management
- Real Estate & Property Management Communication
- Branding & Digital Content Creation
- Customer Service & Client Communication
- Project Coordination & Administrative Support
- Adobe Creative Suite (Photoshop, Illustrator)
- Microsoft 365 (Word, Excel, PowerPoint, Outlook)
- AI Tools: Prompt Engineering, Revision, Workflow Optimization
- Problem Solving & Critical Thinking
- Excellent Written & Verbal Communication

## EXPERIENCE

### **Project Manager & Editorial Assistant — Your Book Team (Remote) | 2024–Present**

- Provide developmental editing, line editing, and structural refinement for nonfiction and fiction manuscripts.
- Edit for clarity, tone, narrative flow, and logical progression across multi-chapter works.
- Collaborate directly with authors including Doland White and John Kiss.
- Prepare editorial reports summarizing revision recommendations.
- Manage workflows, track deadlines, and support senior editors across revision cycles.
- Deliver professional written communication and author support.

### **Server & Bartender — Saltgrass Steak House, Bossier City, LA | 2024–Present**

- Deliver high-level customer service in a fast-paced, multitasking environment.
- Prepare cocktails, maintain bar organization, and ensure efficient service during peak hours.

### **Leasing Consultant — Western Wealth Communities, Cypress, TX | 2022–2023**

- Conducted tours, drafted leases, and managed tenant communications.
- Provided policy-compliant guidance to prospective and current residents.

**Leasing Professional / Assistant Manager — BG Multifamily Staffing, Houston, TX | 2022**

- Managed tenant communication, disputes, and lease compliance.
- Collected rent, monitored delinquency, and supported onsite operations.

**Realtor Sales Associate — Habitat Hunters, Austin, TX | 2019**

- Marketed residential properties using digital tools and print materials.
- Supported clients through buying and selling processes.

**Aerobarrier Lead Technician — Quality Insulation, Austin, TX | 2017–2019**

- Operated sealing technology and monitored construction site safety and efficiency.
- Delivered outstanding customer service.

**Property Manager — Central Properties, Austin, TX | 2016–2017**

- Managed maintenance projects, negotiated leases, and prepared monthly statements.
- Conducted inspections and supervised capital improvements.

**EDUCATION**

**Southern New Hampshire University — Manchester, NH**

Bachelor of Arts (B.A.) in English, Creative Writing — Expected December 2025

GPA: 4.0

**University of Houston — Houston, TX**

Completed 100+ credits in English & Creative Writing

Major GPA: 4.0

**Kaplan Real Estate Education — Austin, TX**

Real Estate Certification, January 2018

**Portfolio**

jenniferihrigwrites.com

Instagram: @jlidesigned