



MOLLY RIGGS

SKILLS

- Customer Service
- Written Communication
- Organization
- Verbal Communication
- Time Management
- Attention to Detail
- Creativity
- Flexibility
- Problem Solving
- Multitasking
- Collaboration
- Microsoft Office Suite
- Adobe Creative Suite

EDUCATION

University of Northern Colorado
Bachelor of Arts in English
Minor in Writing

University of Essex
Study Abroad Fall 2019

Graduated December 2020
4.0 GPA

CONTACT

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EXPERIENCE

Front Office Coordinator

Kevin Anderson & Associates | Mar 2022 - Present

- Handled all client intake including answering phones, emailing responses to website form submissions, and responding to chatbot inquiries
- Scheduled editorial and ghostwriting consultation calls between clients and the management team utilizing Google Calendar and Zoom
- Drafted proposals and contracts for ghostwriting, book coaching, and book proposal services
- Invoiced publishing vendors like HarperCollins and Entangled Publishing through Quickbooks

Editorial Assistant

Regina Bernard at Ladderbird Literary | Mar 2022 - Present

- Prepared submission packages for pitching to editors by writing book proposals, researching manuscript wishlists, and developing editor lists
- Reviewed client manuscripts and provided detailed editorial feedback
- Composed and sent pass letters to writer queries, tracking in Google Sheets
- Provided administrative support by creating and maintaining and organized Google Drive of all clients and designing a monthly newsletter

Personal Assistant

CEO of Studio CAHS | Aug 2021 - Mar 2022

- Adapted to ever-changing responsibilities in a fast-paced, high-pressure environment while maintaining strict confidentiality
- Provided administrative support by scheduling meetings, booking appointments, arranging travel, drafting contracts, copyediting social media posts, coordinating international deliveries, liaising with vendors, paying invoices, creating spreadsheets, and fielding phone calls and emails

Administrative Assistant

BTW Images | Feb 2021 - Aug 2021

- Scheduled realty photoshoots over the phone and through email; entered appointments into Full Slate
- Cross-checked shoot details provided by clients with information stored in the company database system
- Conducted confirmation phone calls to verify details of the next day's appointments
- Utilized Microsoft Excel to denote unconfirmed appointments, conduct photoshoot audits, and track sales statistics

Published Author

New Degree Press | Aug 2020 - Present

- Participated in the publishing process from development through publication, gaining industry insight
- Created and executed a 30-day pre-sale campaign, raising \$5000 in book sales through personal outreach and social media engagement
- Contacted libraries, bookstores, local press outlets, bookstagrammers, and podcasts to feature my book campaign

Bookseller

Show Who You Are Bookstore | Aug 2018 - December 2020

- Provided positive customer service by making book recommendations and maintaining a positive attitude
- Handled cash, credit card, and check payments on book purchases using a standard cash register
- Answered questions over the phone about our stock and delivered messages to the owner