

## Contact

GABAGOTAY@GMAIL.COM

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## PROFILE

I am a writer and editor with over ten years of experience in HR and Communications. I'm passionate about content creation with a global reach and the way it can shape the authentic story of a brand; be it business, professional or personal.

I've written and self-published a series of bilingual books for children. I freelance as editor for a digital magazine that features up-and-coming artists.

# Gabriela Gotay

## B.ED, M.A Eng.Lit

## EXPERIENCE

**HR MANAGEMENT AND COMMUNICATIONS COORD,**  
MCG & THE ABLE CHILD | FEB 2009 - PRESENT

- Selection, recruitment and on-boarding process
- Compilation of Manuals, Job Descriptions, Employees' Evaluations and other internal documents
- Development and Training (online and offline)
- Payroll Support. Digital and paper record maintenance

**EDITOR / FREELANCE**

HOUND MAGAZINE | 2018- PRESENT

- Copy editing for columns, articles and interviews
- Effective communication with collaborators
- Advisory role for idea development and new projects

## EDUCATION

**BACHELOR OF EDUCATION**

UNIVERSITY OF THE SACRED HEART | 2002 - 2006  
GPA: 3.95

**MASTERS IN ENGLISH (LITERATURE)**

UNIVERSITY OF PUERTO RICO | 2007 - 2011  
GPA: 4.00

## SKILLS

- Excellent verbal and written communication skills
- Excellent copy-writing and content development skills
- Excellent leadership and interpersonal skills
- **Creative and design thinking skills**
- Bilingual