

Matthew Urwin

matturwin.com • Chicago, Illinois • matturwin13@gmail.com • 614.584.8508

Education

The Ohio State University
Bachelor of Arts, Major in English Literature
Minors in Professional Writing and Comparative Studies

Columbus, Ohio
May 2020
Cumulative GPA: 3.94

Honors & Awards

OSU Honors Program, Fall 2016-Spring 2020

Requirements: Must maintain 3.4 cumulative GPA; graduated with Honors Research Distinction

Work Experience

Built In

September 2021-Present

Staff Reporter (Features), May 2025-Present

- Wrote more than 60 articles, expanding Built In's library of net-new content
- Researched top-performing pieces on SERP to inform structure and content of articles
- Collaborated with Senior Associate Editor to implement feedback and improve writing
- Interviewed tech professionals and experts, enriching content with industry insights
- Leveraged ChatGPT and Gemini to generate article summaries and FAQs for readability

Staff Reporter (Updates), May 2022-May 2025

- Updated at least 60 articles per quarter, delivering relevant website content to readers
- Reviewed competitor pieces and content briefs to determine SEO-focused edits
- Worked with Senior Associate Editor to refine content and ensure high-quality edits
- Applied latest company style rules to establish consistent brand voice across writings
- Took on extra tasks like writing feature articles and presenting on AI and SEO tips

SEO Writer, September 2021-May 2022

- Crafted over 800 pieces for over 400 clients, reinforcing expansion into national markets
- Examined company platform and client sites to shape precise content for customers
- Consulted with SEO members to revise and finalize content before uploading to sites
- Studied style guide and content management system to publish on-brand writing
- Volunteered to write additional content, successfully managing multiple projects

Cox Automotive Group

March 2021-August 2021

Contract Copywriter II

- Created over 700 content pieces, supporting the web presence of over 200 dealerships
- Fulfilled 2700-word daily quota to deliver content to clients in a fast-paced environment
- Explored automotive news and dealership websites to design accurate content
- Collaborated with copywriting team and SEO specialists to prepare pieces for publishing
- Reviewed style guides and compliance rules to maintain company and dealership brands

BKA Content

December 2020-March 2021

Freelance Content Writer

- Formulated over 90 guest articles, providing concise written content for 60 clients
- Analyzed client websites and industries to generate customized and conversant content
- Integrated keywords and links into articles, fashioning favorable SEO content for clients
- Adapted writing to fit BKA style guide, upholding company voice, tone, and brand

Skills

Microsoft Word, Microsoft PowerPoint, Microsoft Teams, Microsoft Outlook, Google Workspace, Slack, HTML, Salesforce, Drupal, Airtable, Otter.ai