

# Gabriela Mendez

Phone: 305-690-8521 | gm2865@nyu.edu | [Writing Portfolio](#)

## EDUCATION

---

### New York University

*Masters in Professional Writing*

**New York City, New York**

*Graduation Date: May 2025*

### Florida State University

*Sociology*

**Tallahassee, Florida**

*Graduation Date: Dec 2018*

## WORK EXPERIENCE

---

### Coinbase

*RFI Analyst*

**Remote**

*Feb 2022 - Jan 2023*

- Onboarded complex and highly detailed RFIs/DDQs into the storage database to track unique inquiries and their corresponding responses.
- Created comprehensive, accurate, and persuasive responses utilizing approved marketing and sales materials.
- Utilized and updated a database and attachment repository to complete responses in a timely and accurate manner.
- Iterated process changes with members of the team in order to provide accurate quarterly output metrics.

### LRN

*RFP Manager*

**Remote**

*May 2021 - Feb 2022*

- Managed all RFP/RFI responses for a SaaS company, including tracking the pipeline of institutional outreach.
- Developed and oversaw all processes for reviewing and approving proposals to ensure accuracy and timely responses.
- Authored persuasive copy & optimized the layout of approximately 15 proposal drafts for Fortune 500 companies.

### Pinkerton

*Proposal and Content Writer*

**Miami, Florida**

*Jun 2019 - May 2021*

- Analyze large amounts of content and input from SMEs to support important business development pursuits
- Partnered with the heads of products and operational functions to respond to in-depth security and business inquiries.
- Suggested and onboarded RFPIO proposal writing platform and content repository.

## PROJECT EXPERIENCE

---

### Ledger Ops

*Freelance Writer*

**Miami, Florida**

*Jun 2019 - Dec 2020*

- Developed content strategy for the company's online presence, leading to increased visibility & engagement across multiple platforms.
- Researched & wrote blog posts on industry trends and developments, resulting in an average monthly increase of 1K website views.

## LEADERSHIP EXPERIENCE

---

### No Character Limit, LLC.

*Founder and Writer*

**<https://www.nocharacterlimit.com>**

*Jan 2021 - Present*

- Composed copy & articles for 8 mid-size companies, resulting in an increase of web traffic.