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Experienced writer, editor, and instructor. Solid educational background and strong work ethic.

Organized, dependable, and creative. Hard worker who goes above and beyond expectations.

WORK EXPERIENCE

Self-Employed Writer, Editor, and Instructor / Marcellus, MI (*July 2010 – Present*)

Client Work

- Perform copy editing and writing for [Ventrix Advertising](#) on a contractual basis
- Teach seminars on workplace communication and writing
- Performed ghostwriting and editing for [Safety Glasses USA](#)
- Edited novels for [T.M. Brown](#), author of the Shiloh Mystery Series, and others
- Edited fundraising material, business communications, and educational research
- Wrote workplace safety articles, product reviews, and business documents

Glen Oaks Community College / Centreville, MI (*January 2000 – July 2010*)

Business Services Director (*June 2005 – July 2010*)

- Served as a liaison to the surrounding business community
- Assessed training and educational needs to customize course offerings
- Collaborated with area service providers like [Michigan Works!](#)
- Created, marketed, and managed customized training programs
- Received a \$50,000 grant to develop and market professional development training
- Developed, organized, and administered an energy efficiency technician training program

Adjunct Instructor (*September 2000 – May 2005*)

- Taught English, speech, developmental writing, and business communication
- Read and scored writing placement exams
- Developed and delivered customized training classes
- Cultivated a reputation for being organized in class and available for students outside of class

Additional Experience (*September 1991 – August 2000*)

Habitat for Humanity (*2 years*): Answered phones, coordinated volunteers, designed and wrote a monthly newsletter, revamped the filing system, and assisted the board of directors and the CEO

Portage Gazette (*1 year*): Wrote news and feature articles

Welton Construction (*2 years*): Designed and coordinated advertising for house and property sales

Shoppers Guide (*2 years*): Designed advertisements and prepared newspapers for publication

Roto Rooter (*3 years*): Dispatched servicemen and entered service/billing records

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EDUCATION

MA English (*July 2018 – August 2020*)

Bowling Green State University in Bowling Green, OH

- Courses included: Visual Rhetoric and Practices of Writing; Teaching of Writing; Professional/Technical Writing and Editing; Research in Professional/Technical Writing; Professional Technical Communication and Rhetoric; Ethics in Professional/Technical Writing; Teaching Technical Writing; and Reflective Practices
- Research topics included: Instructional design, ethical intercultural communication, reflective practices in the workplace, pedagogical approaches, popular culture in teaching, and content management
- Graduated Summa Cum Laude with a 4.0 GPA

BA English (*September 1991 – December 1994*)

Western Michigan University in Kalamazoo, MI

- Courses emphasized practical writing, research, and literary analysis
- Minored in journalism and communication
- Graduated Magna Cum Laude with a 3.87 GPA

TECHNOLOGY SKILLS

- Proficient in Microsoft Word, PowerPoint, Publisher, Excel, Outlook, OneNote, and Teams
- Knowledgeable in Google Suite and WordPress
- Familiar with SEO
- Learn new applications quickly

VOLUNTEER WORK

- Teach adult Bible study classes for my local church
- Tutored students at various academic levels in writing
- Taught professional development courses for a local chamber of commerce