



VALUE PROPOSITION:

An experienced content writer specializing in producing copy for journalism, brand marketing, advertising and sales

MY SKILL SET

- Writing
- Editing for style and tonality
- Proofreading and grammar checking
- Fact-checking and research

TECHNOLOGY SUMMARY

- MS Office
- Adobe CS
- Joomla CMS

CAREER HIGHLIGHTS

Established thought-leader in Cleveland community, serving as moderator and panelist on topics related to minority issues

Selected team member for Rotary's 2008 GSE trip to Germany

AFFILIATIONS

- Greater Cleveland Association of Black Journalists
- United Negro College Fund
- E.F. BOYD FUNERAL HOME
- URBAN JOURNALISM WORKSHOP

EDUCATION

Bachelor of Arts in English with concentration in creative writing, editing, and publishing
Cleveland State University
Cleveland, OH

EMPLOYMENT HISTORY

Freelance Writer and Editor (2001 – Present)

Writes an array of articles for newspapers, magazines, and websites. Writes fiction and non-fiction books. Produces a variety of copy for small businesses and nonprofit organizations. Edits manuscripts and academic papers.

- Produced marketing copy for 17 businesses and non-profit organizations
- Edited 16 fiction and non-fiction books in various capacities
- Served as associate publisher for a 300-page directory 4 times
- Published a fictional novel in 2016

General Assignment Reporter

King Media/Call and Post Cleveland, OH (2005 – 2016)

Responsible for identifying and developing stories relative to minority communities within Ohio and across the nation. Beats included education, literary, healthcare, and business.

- Wrote 2 to 5 pieces weekly including breaking news, editorials and feature articles
- Edited and proofread 65 percent of editorial content for style, tone and grammar
- Provided editorial direction and curated content for special sections and publications 2 to 3 times per year

Administrative Assistant

Lester Farley International Staffing Agency Lakewood, OH (1995 – 2004)

Duties included completing administrative tasks assigned by owner as well as writing classified advertising copy and copy for company marketing collateral.

- Drafted and edited 10 to 15 resumes weekly to target skilled-labor employers
- Wrote company sales letters on behalf of owner
- Produced copy for company's marketing campaigns