

CAREER FOCUS: Seeking a position with communication management, writing, editorial, proofreading and page layout design responsibilities.

Experience Summary

- Served as Editorial Assistant for *Nexus* magazine (Wright State literary magazine).
- Well versed in copyediting and proofreading.
- Broad software proficiency with the ability to learn new computer applications quickly.
- Proven written and verbal communication ability with excellent critical, analytical, and research skills.
- Ability to multitask and properly prioritize a variety of projects.
- Good supervisory, leadership, and project management skills.

Education

B.A., English — Creative Writing Emphasis, Wright State University 1995
Achieved Dean's List and earned degree while working full-time.

Computer Skills

Microsoft: Access, Excel, FrontPage, Outlook, PowerPoint, Publisher, Word

Adobe: Acrobat, InDesign, Illustrator, Photoshop

Other: Aldus PageMaker, Macromedia Flash and Dreamweaver, CorelDraw, QuarkXPress, HTML, Relational Database Design, Cascading Style Sheets, XML, JavaScript

Professional Experience

Service Area Team Leader — Meijer, Inc., Fairfield, Dayton, and Kettering, OH 7/96-1/04
Managed all aspects of large retail customer service area including hiring, training, and scheduling of hourly associates and preparing labor budgeting projections. Wrote, edited and produced periodic departmental newsletters that improved departmental communication and team morale. Mentored and assisted in the development of several team members who were then promoted into leadership positions. Developed and implemented leadership strategy that reduced losses through bad checks by 40%. Analyzed and corrected computerized cash register system problems, which minimized potential downtimes at checkouts. Participated in Stockloss Committee and "Good Idea" Review Team.

Service Coordinator — Meijer, Inc., Kettering, OH 4/95-7/96
Supervised floor operation of guest services area. Trained cashiers for new register system and new stores in Westchester, Middletown and Fairfield, Ohio. Led team of cashiers to win regional "Fast and Friendly" competition.

Cashier/Sales Associate — Meijer, Inc., Kettering, OH 10/92-7/96
Provided customer service at checkout register and courtesy desk. Participated on teams opening seven new stores throughout Ohio.

Military Experience

United States Army 1989-1992
Lance Missile Crewmember, Company Clerk, Senior Custodial Agent, Senior Missile Handler, Tactical Satellite Communications Operator. Awarded Army Achievement Medal and Good Conduct Medal. Held Secret level security clearance (expired). Member of Personnel Reliability Program.

Volunteer Activities

Buckeye Women of Today — Newsletter Editor

Miami Valley Literacy Council — Adult Literacy Tutor

Big Brothers, Big Sisters — Volunteer Big Brother