

TINA VOLPE

Cottage Grove, OR 97424 | 818.632.1998 | tvolpe11@gmail.com
[Website](#) | [LinkedIn](#) | [Portfolio](#)

FREELANCE WRITER - EDITOR - AUTHOR

As a creative, dedicated, and profoundly passionate freelance writer, not-for-profit founder, executive resume writer, and editor, I am proud to have authored two published non-fiction titles, with the second being honored with a Nautilus Silver Award. With over 20 years of experience across diverse journalistic publications, I excel in crafting captivating copy and collaborating effectively with editorial teams to deliver engaging and time-sensitive content. I possess a valuable combination of research, editing, and grammar skills, thriving in fast-paced environments. My areas of expertise include breaking news, captivating storytelling, journalistic pieces, book and film reviews, legal and business topics, real estate, academics, and health-related content with a particular emphasis on the environment, sustainability, vegetarianism, and plant-based diets.

AREAS OF EXPERTISE

- Non-Fiction
- Whitepapers
- Web Copy
- Press Releases
- Academic Papers
- Technical Writing
- Fact Checking
- Copyright Law
- Formatting
- Citation Styles
- ATS / Digital Systems
- Superior Research
- Career Services
- Marketing / Sales
- Business Acumen

CAREER HISTORY

Senior Resume Writer (2024 - Present)

Client – TOP STACK RESUMES

Currently, I hold the position of Senior Writer at Top Stack Resumes, where I specialize in crafting tailored projects aligned with ATS scanning system requirements and catering to high-profile clients. I was honored as the 4th Quarter 'Top Converter,' distinguishing myself among over 200 writers. With a proven track record in developing high-impact career materials, my expertise spans resume writing, career counseling, interview preparation, and crafting compelling personal statements. My approach involves in-depth research to produce finely-tuned and powerful resumes and CVs that effectively showcase clients' strengths and achievements.

Executive Resume Writer (2023 - 2024)

Client – STOREYLINE RESUMES

Served as an executive resume writer at Storeyline Resumes, where my primary objective was to promote clients earning \$150K+ per year. By leveraging my expertise in crafting over 100 unique resume formats, I curated career-focused documents that demanded meticulous research to deliver polished and impactful resumes and CVs.

Senior Resume Writer (2013 - 2023)

Client – TALENT, INC. - REZBIZ

Talent Inc. is the #1 resume writing service in the world

In my previous role as an accomplished senior resume writer for over eight years, I specialized in revitalizing intricate and challenging career documents while transforming dissatisfied clients into delighted ones. Additionally, I played an active role as a contributing blogger, sharing valuable insights on various subjects such as career searches, resume evaluations, ATS scans, job interviews, and beyond. Consistently received high ratings from clients for exceptional work and customer satisfaction.

TINA VOLPE - PAGE 2

Freelance Writer and Editor, Cottage Grove, OR (2000 - Present)

Selected Clients:

Talent, Inc., Dope Magazine, Salient Magazine, Atlantic Journal, 420 Insight, HIVE, Good Karma, OpEd News, San Francisco Gate, WebProNews, Demand Media Studios, Scripted, Skyword, and several other news and health venues.

Feature Writer - Numerous Publications

Professionally authored and published an extensive collection of feature articles encompassing topics such as the environment, health, vegetarianism, current events, and breaking news.

Contributing Writer (2013 - 2015)

Client – DOPE Magazine

DOPE Magazine is the premier medical cannabis magazine source for news, events, media, and more.

Consistently delivered meticulously edited projects well in advance of deadlines, enabling publishers and editors to not only meet but surpass expectations.

- Excelled in covering the latest and groundbreaking cannabis medical studies, remaining at the forefront of this rapidly evolving field.
- Broke noteworthy news on the exceptional financial growth within the recreational and medical cannabis sales market.

News & Journalistic Writing

Client – WEBPRONEWS (2011 - 2013)

Wrote detailed and viral breaking news stories for a major news publication site.

Author & Publisher - (2002 - Present)

- Authored *The Fast Food Craze, Wreaking Havoc on Our Bodies and Our Animals*, and published the title through a new publishing company start-up, Canyon Publishing, in 2004.
- Co-authored with Judy Carman, *The Missing Peace, The Hidden Power of our Kinship with Animals*, published by Dreamriver Press, 2009.

Distinguished by a diverse range of career achievements encompassing full-service accounting and bookkeeping, property management, real estate leasing and sales, construction project management, office management, and financial management. Possess exceptional interpersonal, communication, marketing, and sales skills to effectively navigate and excel in these various roles.

EDUCATION

Bachelor of Science - Environmental Science - Natural Resources

OREGON STATE UNIVERSITY (OSU), CORVALLIS, OR

Associate Degree - English and Creative Writing

LANE COMMUNITY COLLEGE