

Resume

Mary Gearhart-Gray

Contact Information

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Summary

Experienced Copy Writer/Editor

Experienced Technical Editor

Capable of working in a group setting

Experienced in Microsoft Word

Experience

Copy Writer/Editor

Classic Designs

Wrote and edited copy for advertising agency

Sales Associate/Copy Machine Operator/Shipping Clerk

One Stop Print and Office Supply

Sales Associate, Copy Machine Operator and Shipping Clerk at One Stop Print and Office Supply drop-ship company

Interfaced with customers; took, placed, and verified orders; packed and shipped orders.

Worked with deliverables and deadlines. Keyholder.

Technical Editor

Ericsson, LM, Sweden

June 1994 - December 1995 (1 year, 7 months)

Edited Class 5 telephone switch Command Descriptions and Printout Descriptions to company standards. Worked with technical writers and SMEs to produce superior technical documentation.

Professional Tutor

Self-employed

2017 - 2020 (4 years)

Taught high school-level English. Taught English SAT Test preparation. Developed and taught essay writing course. Observed reading disabilities, explored teaching techniques for observed disabilities, implemented teaching techniques, brought student reading levels to expected norms.

Education



Brescia University

Bachelor of Science - B.S., English

Licenses & Certifications

Kentucky Teaching Certificate (currently inactive) - Commonwealth of Kentucky

DWID (DocWare In Design) Certification - TELEFONAB LM ERICSSON

Skills

Research • Training • Marketing • Communication • Editing • Copy Editing •

Copywriting • Creative Writing • Teaching English

Honors & Awards

Cum Laude distinction - Brescia University, Owensboro, KY

June 1974

Resume
Mary Gearhart-Gray
(continued)

Graduated from Brescia University, Owensboro, KY with *cum laude* distinction