

WRITING & WORK SAMPLES

[Portfolio](#)

[Blog](#)

[Voice-over](#)

WORK HISTORY

2015 – Present

NewtonScribe LLC

Founder

2011 – 2015

FPMI Solutions Inc.

Chief Marketing &

Communications Officer

2009 – 2011

Self-Employed

Freelance Writer

2008 – 2009

GAMA International Inc.

Content Developer

2003 – 2003

National Louis University

Adjunct Instructor

1999 – 2008

Galibren Written Treasures LLC

Owner, President

1998 – 1999

Hewitt Associates

Compensation Associate

1989 – 1998

Merck & Co. Inc.

Human Resources (multiple
roles)

OVERVIEW

20+ years of experience as a skilled marketing and communications professional. Spotlights individuals' and organizations' expertise and values. Ensures they are seen, heard, understood, and respected. Manages complex projects, leads and collaborates with teams, adapts to various work environments, and produces content that promotes an organization's objectives, culture, and brand.

RELEVANT EXPERIENCE

Marketing & Communications

- Partnered with clients to cultivate clear understanding of their goals. Created content consistent with their brands and cultures. Showcased their expertise.
- Wrote, designed, produced books, websites, reports, presentations, proposals, meeting and training materials, business documents.
- Conducted research to support content development.
- Created company branding: logos, messaging, websites, online and print marketing, business collateral.
- Designed graphics, spreadsheets, and forms to support written content.
- Collaborated with professionals in web and graphic design, indexing, editing, IT, subject matter experts.
- Provided voice-overs for client videos, co-wrote and edited voice-over scripts.

Human Resources

- Generalist: Led HR teams supporting manufacturing plant, research division, and engineering departments.
- Compensation: Headed marketing and sales compensation team, developed and directed compensation programs.
- Corporate Benefits: Supported division benefits representatives with problem resolution, Wrote content to educate employees. Wrote benefits handbook for new company-wide benefits program.
- Recruiting: Led client departments through selection process, recruited at colleges and conferences.
- Worked in partnership with various departments, business units, third-party consultants, and service providers.

Publications

- Guided clients through book writing and publishing process—writing, theme and outline creation, editing,

SOFTWARE EXPERIENCE

Microsoft Office: Word, Excel, PowerPoint, Outlook, Visio, Publisher, OneNote

Adobe: Acrobat, PhotoShop

Voice Recording & Editing: Audacity

Website Design: GoDaddy website builder

Communication: Zoom, Slack, Skype, Blackboard

Business: QuickBooks, ClickUp

PUBLICATIONS

Books

Past Presence (fiction)

The Path to Your Home: A Practical Guide to Home Buying (nonfiction)

Magazine Article

“Comfort and Remembrance: Storytelling in African-American Quilting”

Articles

Blog

Song lyrics and poetry

EDUCATION

Purdue University

M.S. Human Resource Management

M.S. Industrial/Organizational Psychology

Oberlin College

B.A. Honors Psychology

TRAINING

Edge Studio Approved Voice Talent

indexing, page and cover design, production files—to promote their expertise and businesses.

- Wrote client blogs, articles, and other online and print materials.
- Conducted research to support various projects.

Presentations & Public Speaking

- Presented at business meetings, book events, networking and professional organizations, schools.
- Was interviewed on radio about business and creative writing. Was interviewed on television about innovative employee program.
- Presented to and worked with all levels from employees to corporate CEOs, entrepreneurs, teams, professional organizations, clients.
- Developed member showcase program for professional association. Conducted and recorded member interviews, edited and produced program for association members.

Training & Teaching

- Created materials for client training programs, seminars, workshops. Delivered presentations, training materials, workbooks, guides.
- Taught college course on business communication. Created lectures, PowerPoints, course guides, assignments. Included guest speaker and video content.
- Created materials for and delivered training programs for college recruiting and sexual harassment awareness (taught in US and UK).

Business Development

- Founded and managed marketing and communications businesses. Developed branding and infrastructure, established strategy, obtained and retained clients, maintained strong client relationships.
- Built network of professionals, such as graphic designers, for collaboration on client projects. Led and managed customized teams and projects to meet client needs.