

CHELSEY MEARS

Technical Writer

Trained Technical Writer with a background in communication seeking independently contracted assignments in any field. 7+ years of experience developing solid written & spoken communication skills serving in US Army. Displays expert ability to identify & categorize relevant data, & produce quality documents that are both informative & user-friendly.

CONTACT INFORMATION:

chelseymears58@gmail.com
(251) 215-3414
Foley, AL
<https://thesouthernwordsmith.com/>

EDUCATION

American Military University
2010 - 2012
General Educational Development
2009
Foley High School
Hi-Lites Newspaper Editor-in-Chief
2004 - 2008

SKILLS:

- Researching
- Strategic Planning / Outlining
- Editing
- Client / Team Management
- Data Entry / Organization
- Google Docs / MS Word
- Analytical Thinking
- Adherence to House writing styles & guidelines
- Attention to detail
- Effective time management
- Resume writing

WORK EXPERIENCE:

Market Researcher

Independent Contractor
Jan. 2022- Present

- Complete evaluations of retail companies, food establishments, convenience stores, local & online colleges, storage sites, clinics, & other locations.
- Provide detailed summaries of experience including interactions with customer service associates.
- Engage with, rate, & time the experience to ensure employees adhere to company guidelines & meet or exceed client standards.

Stay at Home Parent

Dec. 2015 - Dec. 2021

Communications Specialist

US Army National Guard
Feb. 2009 - June 2014

- Created, edited, & restructured emails, letters, memos, orders, mission statements, & other types of Company/Battalion communication for distribution to the cadre & other chains of command.
 - Designed templates to increase efficiency in recreating frequently used reports & presentations.
 - Assisted cadre with editing & formatting of standard operating procedures & supply manuals
 - Advised exiting soldiers in the development of first-class resumes for successful transfers into civilian employment.
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