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**Online Writer Portfolio**

## **SKILLS:**

- Experienced SEO content creator
- Published author who has sold more than 7,000 articles
- Past articles have trended on Apple News and ranked number 1 on Google
- Ghostwriter of a CPA's blog for over a year
- Strong grammar, spelling, and proofreading skills
- Excellent oral and written communication skills
- Organized, self-motivated, and able to stay focused without supervision
- Experienced bookkeeper familiar with bank reconciliation, accounts payable and receivable, payroll taxes, and business taxes
- Working knowledge of Microsoft Office applications
- Fast learner always eager to expand skills

## **EDUCATION:**

December 2022

Central Methodist University

BA in English (emphasis on Professional Writing & Publication)

- Graduated summa cum laude
- Placed on President's Academic Distinction List
- Self-financed education

May 2009

Colorado Northwestern Community College

Associate of Applied Science Degree in Accounting

- Graduated summa cum laude
- Placed on President's Academic Distinction List
- Self-financed education

## **BRIEF WORK HISTORY:**

March 27, 2023 – Present

Mia Aesthetics

In-House Content Writer

- Revamp existing website content
- Create new website content and company blog posts
- Improved SEO rankings and click-through rates, increasing website traffic
- Created several pieces of content that reached number 1 on Google search results

June 2023 – Present

Brainfuse.com

Online Writing/Essay Tutor

- Provide feedback for student writers

August 2008 – Present

Freelance Writer

- Research and write articles, essays, blog posts and web content for various clients
- Tailor projects to individual client needs
- Focus on keywords and SEO

July 2019 – December 2019 (Company Closed)

A.C. Moore Arts and Crafts

Inventory Control Associate

- Help unload trucks and accurately sort incoming merchandise by department
- Safely operate pallet jack, box crusher and other stockroom equipment
- Identify shipment mistakes and mislabeled merchandise
- Responsible for stocking the art department and other departments as needed
- Provide outstanding customer service
- Operate cash register and POS system

May 2004 – April, 2009 (Company Closed)

Onsite Sourcing

Remote Legal Document Coder

- Complete data entry and coding of legal documents independently from home

May 2004 – October 2007 (Company Closed)

Cypher Litigation Services

Independent Contractor - Remote Legal Document Coder and Quality Control Associate

- Complete data entry and coding of legal documents independently from home
- Oversaw and corrected the coding work of others

July 1997 – May 2005 (Company Closed)

J.M. Miley Office Equipment, Inc.

Bookkeeper, customer service representative, salesperson, repair technician

- Explored banking options and implemented a change of banks, saving the company several hundred dollars per year in bank fees
- Created and maintained all payroll and tax records
- Created and maintained all accounts payable and receivable records
- Completed repairs of customer's office equipment
- Demonstrated office equipment in a sales setting
- Resolved customer concerns and problems in a timely, positive, and professional manner

March 2002 - June 2003 (Position Eliminated)

TMP Worldwide

Independent Contractor – Resume Editor

- From home, proofread and corrected resumes scanned into a computer
- Approved to edit foreign language resumes due to demonstration of exceptional editing skills and attention to detail