

# Kelly McGill

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## Education

### **MASTER OF ARTS, MAY 2011, UNIVERSITY OF NORTH TEXAS**

- Teaching English as a Second Language (TESL)
- Linguistics
- Computational linguistics, Applied Linguistics, English & Scottish Dialects

### **BACHELOR OF ARTS, AUGUST 2000, UNIVERSITY OF NORTH TEXAS**

- English; Certificate Technical Writing & Editing

## Experience

### **SENIOR SCIENTIFIC TECHNICAL WRITER | ZILIS, LLC | JULY 2018-MARCH 2021**

- Assist in the research of Cannabinoids and endocannabinoid-related substantiation data and information.
  - Research of ingredients for INCI and CAS information to support global expansion compliance documents
  - Proof and edit scientific presentations for Director of Scientific Research
- Co-Research & Co-Write & Manage Educational and Scientific Blog: Discover ([blog.zilis.com](http://blog.zilis.com))
- Write, review, edit, and proof-read Marketing copy for scientific accuracy
- Assist Quality Manager as needed
  - Develop regulatory and compliance control documents within FDA, FTC, USHA compliance guidelines
  - Create, curate and maintain corporate SOPs and support audit planning through cGMP compliance processes
  - Support QC process with product intake inspections
- Handle multiple projects efficiently & within deadlines

### **SENIOR WRITING INSTRUCTOR | ELS, INC. | NOV 2013-JULY 2018**

- Taught Guided Research courses in one-month terms to adult students
- Created content & evaluation rubrics for essay and guided research projects
- Taught proofreading and self-editing skills to adult students
- Consistently exceeded expectations on annual reviews and evaluations

### **WRITING INSTRUCTOR | AMERICAN LEARNING INSTITUTE | SEPT 2011-OCT 2013**

- Taught different writing styles to adult ESL students (business & marketing & academic essays- persuasive, argument, definition, problem-solution, process analysis

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## **INTERN WRITING INSTRUCTOR | UNT I.E.L.I. | MAR 2008–MAY 2011**

- Taught writing and note-taking skills to adult ESL students in a university setting
- Maintained detailed, organized, confidential documentation on each project and student.

## **INTERN TECHNICAL WRITER | MACROMEDIA | JUNE 2000-OCTOBER 2000 CONTRACT**

- Co-authored Fireworks 4: Animation Chapter
- Beta test Fireworks (now Adobe Flash) software to craft easy-to-follow directions for end-users
- Collaborate with programmers and designers to ensure exact steps for Fireworks 4 end-user manual

## **Soft Skills & Abilities**

### **COMMUNICATION**

- Knack for explaining difficult concepts in smaller, understandable bits
- Expert verbal & written communication and research skills
- Talent for creating short, but powerful copy
- Expert in syntax, grammar, morphology, and semantic nuances of the English language
- Ability to explain the meta-language around the English language and why particular verbiage may work better than others

### **LEADERSHIP**

- Well-balanced interpersonal/intrapersonal skills
- Well versed in diversity and multicultural styles
- Open door/honesty policy
- Highly organized and efficient
- Former Girl Scout - Gold Award & Silver Award recipient (1990-2000s)

### **ACCOMPLISHMENTS**

- Leading Authority on the Cromarty Fisher Dialect; interviewed on NPR Oct 2013
- Published author *Angus, Lord Snizort of Trotternish*

**Note about writing samples:** The public facing science writing I have completed can be seen at [blog.zilis.com](http://blog.zilis.com) under the Science tab. Other writing samples are proprietary and belong to Zilis and I would be in violation of my signed NDA if I submitted them. I would be willing to perform a writing sample for your company and/or take a writing test.

## References

### **Dr. Marielle Weintraub**

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### **Terri Armstrong**

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