

Tracy Stine

Freelance Writer and Virtual Assistant

EXPERIENCE

Various Websites, Remote — *Freelance Writer*

October 2015 - Present

- Writes articles on a wide variety of topics such as personal finance, self-improvement, advocacy and awareness, disabilities and others.
- Current clients include the Bureau of Internet Accessibility, Iris Writing International, and others.
- Former clients include SignOn Connect, Frugal for Less, Deaf Insight, Wisdom Pills, MoneyPantry, Verbilio, and LifeHack.
- Portfolio can be found at tracystine.journoportfolio.com.

SignOn Connect, Remote — *ASL Ambassador*

July 2016 - March 2020

- Worked as an ASL tutor that met one-on-one with clients in an online video environment to help them practice and improve their sign language skills.
- Tutored both beginners and intermediate learners from colleges and universities, high school, and adults.
- Filled out Student reviews after each session to ensure they were on the right learning track.
- Ensured my computer equipment was ready and functional before each session.
- Often worked on-demand when the employer requested last-minute sessions to fill.

Red & Blue International, Remote — *Project Coordinator*

June 2019 - September 2019

- Handled email correspondence.
- Coordinated available interpreters to event's schedule & made sure all required shifts were covered.
- Created Purchase Orders (POs) for hired interpreters.

SKILLS

Article Writing
Blogging
Remote Work
Microsoft Office.
Researching.
Office Management.
Project Management.
Customer Relations
Online Teaching
Social Media

- Created information sheets for upcoming events for interpreters.
- Created reports comparing completed timesheets with POs and checked for discrepancies.
- Communicated with CEO through Skype chat and gives update reports regularly.

Confessions of a Deafblind Mother, Remote — Website Administrator

July 2013 - December 2018

- Was intended to help those "newly diagnosed" and their families with coping, skills and resources.
- Wrote various stories about product & site reviews, opinion pieces.

TakeLessons.com, Remote — ASL Teacher

April 2017 - April 2018

- Taught adult students online one on one in American Sign Language.
- Adjusted an online curriculum to fit my student's needs.
- Taught beginner and intermediate students
- Taught over 440 lessons.

Arvest Bank, Grove, OK — Bank Teller

October 2016 - February 2017

- Cashed checks and paid out money after verification.
- Received checks and cash for deposits
- Entered customers' transactions into computers to record transactions and issued computer-generated receipts
- Balanced currency and coin in cash drawers at the end of shifts.

EDUCATION

Northeastern Oklahoma A & M College, Miami, OK — A.A.S.

August 2009 - December 2011

Majored in Medical Office Administration

Academy of Learning, Barrie, ON — *Diplomas with Honors*

May 1995 - July 1995

Accounting Clerk Diploma with Honors

Finance Clerk Diploma with Honors

Madonna University, Livonia MI — *B.S.*

September 1988 - July 1992

Majored in Business Administration

PROJECTS

Articles — *Vocal.Media*

My own articles are posted at <https://vocal.media/authors/tracy-stine>

eBook — *Amazon*

My eBook is published on Amazon at <https://amzn.to/375Ypjr>