

## Experience

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### **Pursuit Strategy Coordinator, Plante Moran, May 2015–present**

- Served as the proposal team's primary content manager; maintained content library and architecture using Qvidian proposal software
- Created, designed, and edited strategic proposal documents, both for specific pursuits and standardized templates
- Coordinated proposal content development and review initiatives for multiple industry and service areas throughout the firm
- Participated in strategy meetings with pursuit teams; discussed and determined firm differentiators within specific competitive landscapes
- Performed quality control on initial proposal drafts for optimal client service with timely delivery
- Wrote articles on cybersecurity and revenue recognition for *Engage*, the firm's magazine
- Wrote and published news stories on the firm's intranet to share pursuit wins and strategies with staff members
- Regularly collegued with members of the proposal, marketing, and graphics teams, as well as practice and administrative staff

### **Financial Proofreader, Plante Moran, October 2013–April 2015**

- Proofread typeset financial statements, reports, and other client deliverables for spelling, grammar, style, consistency, typography, numerical accuracy, and correctness
- Implemented brand guidelines with a working knowledge of generally accepted accounting principles and auditing standards
- Communicated with engagement team members to resolve mathematical inaccuracies and referencing errors in statements and note disclosures; suggested rewrites for improved clarity and accessibility of documents
- Performed responsibilities in a fast-paced work environment to ensure the timely delivery of reports to clients
- Served on the Financial Statement Production Team as part of a firm-wide audit efficiency initiative

### **Proofreader and Quality Assurance Specialist, XanEdu Publishing, August–September 2013**

- Proofread ebook files of educational material to be assembled in digital custom course packs
- Reported on the presence of OCR conversion errors and inconsistencies to exercise quality control

### **Editorial Intern, Dzanc Books, May–August 2013**

- Proofread ebooks for OCR conversion errors and inconsistencies
- Read, evaluated, and reported on fiction and nonfiction submissions for potential publication

### **Production Coordinator and Editorial Staff Member, *Fourth Genre: Explorations in Nonfiction*, January 2012–May 2013**

- Managed the journal's production process, digital content, and page proofs using a CMS and web-enabled proofing workflow
- Read, evaluated, and managed submissions and copyedited accepted manuscripts
- Corresponded with authors and editors regarding the status of submissions and production
- Maintained the journal's Facebook presence and codeveloped a social media strategy
- Promoted the journal at the Association of Writers and Writing Programs 2012 and 2013 Conferences

### **Writing Consultant, Michigan State University Writing Center, January 2011–May 2013**

- Consulted with peer clients on brainstorming, drafting, revising, and editing written projects across genres and disciplines
- Conducted writing workshops for undergraduate classes in a variety of subject areas

### **Editorial Intern, *Detroit Metro Times*, May–August 2012**

- Conducted interviews with community event coordinators, resulting in two published articles
- Attended editorial meetings and pitched article ideas to editors for the 2012 College Guide
- Wrote blurbs for the paper's Food Stuff section and fact-checked, copyedited, and updated restaurant and event listings
- Maintained the listings database and created a streamlined user guide for other staff members
- Promoted the paper as it hosted the Association of Alternative Newsmedia 2012 Convention

## Skills

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- Write and design persuasive documents and presentations, including proposals and deliverables for finalist meetings with prospects
- Develop content that is client-focused and benefit-oriented, while emphasizing differentiators
- Manage projects from inception to completion and coordinate with multiple stakeholders
- Copyedit in accordance with professional style guides using proofreaders' marks, track changes, and Adobe commenting tools
- Proficient in Microsoft Office and SharePoint; Qvidian; Adobe Acrobat, Photoshop, Illustrator, InDesign, and Dreamweaver; CSS/HTML; and XML

## Education

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### **B.A. in Professional Writing, Michigan State University, 2013**

- Emphasis in Editing and Publishing
- Honors College Member, GPA: 3.9
- Study Abroad in Dublin, Ireland; May–June 2011
- Related coursework: content management and strategy, copy writing, project management, document design, editing and publishing, grammar and style, web authoring, rhetoric and culture