

Summary

Objective: Seeking a freelance writer position where I can generate quality print and online content for organizations/agencies to further enhance and develop my freelance writing career.

Profile:

Writing experience with a variety of different topics as well as niche topics for internet marketing purposes; ability to organize through contradictory subject matter to produce a solid article; high speed in typing and reading capabilities.

Skills

Microsoft Office, Adobe Software (CS3+), Mac & PC platforms, Data entry, 62 WPM

Education

University of Colorado Denver (UCD), **Bachelor of Arts in Philosophy, minor in Law Studies**, GPA: 3.5 Anticipated: May 2012

Related Courses

- Mass Communications Law & Policy
- Law Studies
- Ethics
- Psychology of Group Prejudice
- Social Psychology
- Philosophy & Literature

Workshops & Training

- 5/2009 **All Stressed Up (and nowhere to go)** - Denver, Colorado
- Received training in how to efficiently interact with people that are experiencing trying and stressful circumstances.
 - Also received training in how to effectively deal with one's own stress within the workplace.
- 1/2009 **Listening Skills: Listening with Your Eyes & Ears** - Denver, Colorado
- Received training in how to successfully listen and take notice of body language when hiring new candidates for a position.
 - Applied instructions and teachings with mock interviews.
- 12/2008 **The Essentials of Communicating with Diplomacy & Professionalism** - Denver, Colorado
- Received training in speaking in a professional matter through different mediums; over the phone, through email, and face-to-face.
 - As well as instruction in speaking with different career professionals.

Organizations & Memberships

Human Rights Watch, Human Rights Campaign, Amnesty International

Leadership Experience:

Vice President, **Auraria Pre-Law Society**

Freelance Projects

SEOverflow- Written various articles assuring to meet client's expectations and deadlines.

Textbroker.com- Participated through an online writing service to write a variety of keyword-rich articles for different companies.

Work Experience

- 12/2010 – 1/2011 **Law Offices of Weselis & Suchoparek** Denver, Colorado
Legal Assistant (contract position)
- Assisted attorneys by aiding clients with Chapter 7 and Chapter 13 bankruptcy questions over the phone and in person.
 - Assisted in various office duties including, filing, organizing, data-entry, collecting and verifying payments and greeting clients.
- 8/2010 – 12/2010 **UCD – Career Center** Denver, Colorado
Student Assistant
- Assisted in event marketing for career and internship fairs consisting of over 300 students and between 20 and 50 employers.
 - Provided administrative support to the program coordinator including assisting with scheduling of career events and fairs, invoices and filing, as well as support with front desk duties including customer service, answering phone calls and office organization.
- 4/2007 - 5/2009 **Association of periOperative Registered Nurses** Denver, Colorado
Graphic Designer
- Presented projects to clientele ensuring to accept constructive criticism as well as defending and elucidating different aspects.
 - Collaborated with other departments with rules and procedures to ensure departments were meeting others' expectations and needs.