

FREELANCE DESKTOP PUBLISHER

Experienced provider of services in writing, editing, print and online media production, and virtual assistance to individuals, small businesses, and organizations in the United States.

www.thevirtualfreelancer.com

OVERVIEW OF SKILLS

Versatile and creative consultant with hands-on experience in writing, editing, proofreading, media design, electronic communications, virtual assistance, and field photography. Results-focused with strengths in project conceptualization, planning, development, and management.

PC proficient in Quark Xpress; Corel WordPerfect, Draw, PhotoPaint, Ventura;

Microsoft Word, Excel, PowerPoint, FrontPage; Adobe PageMaker, InDesign, Photoshop.

AREAS OF EXPERTISE

Articles, Newsletters, and Periodicals • Brochures, Reports, and Promotions • News Releases
Direct Marketing Materials • PowerPoint Presentations • Graphs, Charts, and Signage
Instructional Training Guides • Electronic Communications • Basic Web Site Design

GENERAL SUBJECT AREAS

Construction • Science and Technology • Higher Education Development • Industry • Travel
Legislative Issues • Regulatory Policies • Energy • Transportation • New Product R & D
Biographical and Historical Perspectives • Small Business Entrepreneurs and Commercial Ventures

SELECTED ACHIEVEMENTS

LAUNCHED AND MANAGED three divisional publications for national engineering organization for 15 years. Compiled articles, designed pages, and brokered printing and distribution. Publications helped boost annual membership 10% or higher.

GENERATED PROGRESS REPORTS on World Bank/USAID overseas university development projects for international education consortium. Edited text, designed pages, and brokered printing. Published information resulted in expanded contract opportunities.

CREATED LARGE-SCALE LEGAL EXHIBITS for dispute arbitration. Developed oversized color graphics and documentation from standard desktop software files for room-size viewing. Enabled parties of dispute to settle multimillion-dollar construction claim.

PUBLISHED FACILITATOR'S GUIDE on business management for educational entrepreneur. Edited extensive text, designed pages and graphics, and published in electronic format for CD production. Product now sold in retail markets, trade shows, and seminars.

PRODUCED MARKETING PACKAGE for beginning industrial software developer. Edited text and designed graphics aimed at sales and promotion, and brokered printing. Led to client development of new products to integrate with other AutoCAD/CAM systems.

PROFESSIONAL EXPERIENCE

The Virtual Freelancer, Dublin, Ohio

2009-2019

General Manager

- Developed virtual business Web site (*www.thevirtualfreelancer.com*) to market contractor or freelance positions with individuals, companies, or organizations that have need to support, complement, or expand their print and/or online communications via desktop publishing.

PhotoScapes Unlimited, Dublin, Ohio

1996-2008

General Manager

- Launched allied print and online communications business to focus on photographic art and graphics design.
- Performed writing, editing, and design services on a contract or freelance basis.
- Displayed field photography at selective fine arts shows/exhibits and prepared related written articles or abstracts.
- Designed Web site to market photographic art and promote contract/freelance services.

Black Rose Communications, Dublin, Ohio

1977-2001

General Manager

- Directed daily operations of a turnkey business to include planning, writing/editing, design, printing/production, and distribution for a diverse client base.
- Authored general news, legislative, feature, research, new products, educational, promotional, biographical, and historical pieces.
- Developed and produced more than 25,000 pages of textbooks, periodicals, articles, brochures, reports, graphs, and Web content.
- Designed and produced show/exhibit displays, promotional items, and awards.
- Coordinated public relations events with local media representatives.
- Prepared programs, news releases, and collateral promotional materials for annual conventions.

EDUCATION

Bachelor of Science, Education (English), Miami University, Oxford, Ohio

NOTABLE COMMENDATIONS

Strathmore's Who's Who • Who's Who Worldwide • Who's Who Registry of Business Leaders