

## 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***

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### OVERVIEW OF SKILLS

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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 Adobe PageMaker, InDesign, Photoshop; Corel WordPerfect, Draw, PhotoPaint; Microsoft Word, Excel, PowerPoint; Affinity Photo; Ashampoo PDF Pro.

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### AREAS OF EXPERTISE

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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

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### GENERAL SUBJECT AREAS

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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

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### SELECTED ACHIEVEMENTS

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**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.

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## PROFESSIONAL EXPERIENCE

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**The Virtual Freelancer**, Dublin, Ohio

**2009-2024**

**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.

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## EDUCATION

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

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## NOTABLE COMMENDATIONS

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