

JANE DOE

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PROFESSIONAL EXPERIENCE:

INDEPENDENT CONTRACTOR, City, PR	2003 to Present
Freelance Writer / Editor	
<ul style="list-style-type: none">• Produce high-quality feature stories for a variety of local and national magazines by conceptualizing and pitching story ideas, conducting interviews and researching and writing finished product.• Provide valuable communication link to over 70 families with children enrolled in three separate programs by editing, laying-out and printing school newsletter at regular intervals throughout school year.• Doubled size and significantly increased quality of playgroup library by initiating and running book program; earning free materials for group while handling monthly orders of playgroup members.• Enhanced profile and visibility of Local Business by working closely with owner to determine advertising message and write effective copy for insertion in advertising circulars and community newspaper.	
Client List:	
<ul style="list-style-type: none">• <i>Parenting Magazine</i>• <i>Cooperative Playgroup (volunteer)</i>• <i>Local Business</i>	<ul style="list-style-type: none">• <i>Cooperative Nursery School (volunteer)</i>• <i>University Alumni Magazine</i>• <i>Online Storyboard</i>
ABC PUBLISHING COMPANY, City, PR	2001 to 2003
Sales and Editorial Specialist – Higher Education	
Responsible for expanding editorial and sales base at University and College accounts across Canada.	
<ul style="list-style-type: none">• Successfully managed territory from home office through use of excellent organization and communication skills to manage contacts with clients and head office.• Won adoptions at significant accounts by combining strong personal, written and presentation talents to demonstrate benefits of company product and customer service over competition.• Secured authors to create new product for company through extensive knowledge of both company needs and suitable writers in my territory.	
123 PUBLISHING COMPANY, City, PR	1998 to 2001
Sales and Editorial Representative – Higher Education	
Responsible for expanding editorial and sales base at University and College accounts in Eastern Ontario.	
<ul style="list-style-type: none">• Significantly expanded territory revenues with a one-year increase of 147 per cent over previous year's sales.• Developed a strong presence for company using excellent customer relations skills to raise profile of products in a territory that was historically weak for the organization.	
PRINTING GROUP, City, PR	1998
Customer Service Representative	
Responsible for complete production cycle of printed products for company's most prestigious clients, by liaising with clients, sales manager and warehouse personnel to produce top-quality products under tightest timelines.	
MAGAZINE PUBLISHERS, City, PR	1996 to 1998
Writer / Editor	
Responsibilities included regular writing, researching, copy-editing, proofreading and fact-checking duties as assistant editor for <i>City Magazine</i> , and editor for a variety of contract publications.	
TRAINING COMPANY, City, PR	1996
Marketing Coordinator	
Responsibilities included developing all marketing materials, from writing to printing, developing and maintaining client database and initiating, organizing and facilitating "open house" program to develop client relationships.	

LARGE UNIVERSITY, City, PR	1994 to 1995
Marketing Coordinator	
Responsible for running Telemail program by interviewing, hiring and training 70 employees, expanding program from 10,000 to 50,000 contacts and increasing revenues by 65 per cent over previous year's figures.	

EDUCATION & TRAINING:

Bachelor of Journalism – University, City, PR	1996
Bachelor of Arts (Honours) –University, City, PR	1994
Storytelling through Quilting – Quilting Store, City, PR	2001
French Language Credit Courses – University, City, PR	1996 to 1997
Journalism Internship – <i>Community Newspaper</i> , City, PR	1996

ASSOCIATIONS & AFFILIATIONS:

Newsletter Editor: Cooperative Nursery School, City, PR	2005 to Present
Co-operative Member: Cooperative Nursery School, City, PR	2005 to Present
Scholastic Books Representative: Cooperative Playgroup, City, PR	2004 to Present
Member: Cooperative Playgroup, City, PR	2002 to Present
Promotions Coordinator: Community Harvest Festival, City, PR	2005

AWARDS:

100 Per Cent Club	2001 to 2002
123 Publishing Company – Top Performer	1998 to 1999
Cum Laude ranking – University, City, PR	1996
Entrance Scholarship – University, City, PR	1990

TECHNICAL QUALIFICATIONS:

Software:	MSoftware (Word, Excel, PowerPoint, Outlook), Quark Xpress, Voice Studio
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