

Summary

Published writer & editor with experience in a variety of genres. **Proven ability to inspire** audiences. Specializes in working with **inexperienced authors**. Excellent eye for **form and structure**. Unique ability to revise in author's voice & style. **Efficient, organized, and detail-oriented**. Exceptional ability to **prioritize competing demands** and **meet deadlines**. Remarkable **interpersonal skills**.

- Clear Communicator
- Charismatic Collaborator
- Self-motivated & Task-oriented
- Timely & Focused
- Detailed Copy Editor
- Flexible & Nimble
- Strategic Narrative Builder
- Effective Project Manager
- Experienced Researcher

Editing & Writing Experience¹

BOOK COACH & EDITOR | YOU SHOULD BE GRATEFUL BY ANGELA TUCKER | DEC 2021-FEB 2022

- Reviewed & edited early drafts to refine book's structure, flow, & content
- Collaborated effectively to organize book for readability, refine plot, & heighten climax
- Significantly increased book's compelling emotional content through writing prompts and suggested edits

CONTRIBUTING AUTHOR | EMERALD REFLECTIONS 2 EDITED BY MARCUS HARRISON GREEN | 2018

- Personal essay "White Silence Can Be Golden" selected for inclusion in book of collected essays

COMMUNICATIONS MANAGER/BLOG EDITOR | AMARA | 2017 - 2020

- Managed and edited all blog content, including ghostwriting as needed
- Worked directly with authors of varied experience levels to ensure written pieces were grammatically correct, compelling, accurate, and on-brand
- Created and managed all external content platforms including social media, website, & newsletter
- Executed Amara's public-facing communications including press releases, media relations & pitches
- Developed and implemented long and short-term narrative shift in Amara's messaging and branding
- Elucidated complex and nuanced aspects of Amara's work through accessible content for variety of audiences

BOOK COACH & EDITOR | SMALL INCREMENTS OF WISDOM BY BERWICK MAHDI DAVENPORT | JAN 2017

- Edited 17,000 word manuscript to increase clarity, structure and emotional impact

CONTRIBUTING AUTHOR | FLY TO THE ASSEMBLIES EDITED BY MARCUS HARRISON GREEN & MARK BAUMGARUTEN | 2017

- Personal essay, "An Authentic Invitation" selected for inclusion in book of collected essays

BOOK COACH & EDITOR | THE NAVIGATOR BY DUSTIN WASHINGTON & BERWICK MAHDI DAVENPORT | NOV 2017

- Met with authors prior to manuscript creation to advise on structure, flow & marketability of book's vision
- Reviewed early drafts and offered heavy edits for readability and consistency

INTERIM EXECUTIVE DIRECTOR/EDITOR | SOUTH SEATTLE EMERALD | 2015 - 2017

- [Regular column](#) sparked conversation around important topics with as many as 4,000 views/column
- Elevated professionalism of publication with timely copy editing for clarity, style, content, and grammar

¹ Full work history available upon request

Marilee Jolin

(EXPERIENCE CONT.)

- Created, managed, and edited the [Revolutionary Women Series](#): 31 daily of articles about women, written by local women to celebrate Women's History Month
- Worked closely with youth writers and creative contributors
- Increased recurring donors 18x through donor campaigns focused on social media
- Established and managed payroll system for 30+ freelance writers and editors
- Built strong foundation of non-profit structure including submitting 501c3 application, first general operating budget, fundraising plan and annual calendar, and monthly P&L Report and Treasurer's Report

CONTRIBUTING AUTHOR | EMERALD REFLECTIONS EDITED BY MARCUS HARRISON GREEN | 2016

- Personal essay "Inescapable Whiteness" selected for inclusion in book of collected essays

CONTRIBUTING AUTHOR | JUST MOMS EDITED BY MELANIE SPRINGER MOCK & REBEKAH D. SCHNEITER | 2011

- Personal essay "Uniquely Qualified" selected for inclusion in book of collected essays

BOOK COACH & EDITOR | UNTITLED TRAVEL MEMOIR BY RON & TRINA DAVIS | JULY - SEPT 2011

- Heavily revised 130,000 word manuscript for clarity and conciseness
- Collaborated with authors to identify themes, build plot and create compelling emotional content

Education

BACHELOR OF ARTS | 2004 | GEORGE FOX UNIVERSITY

- Major: Political Science
- Minor: Sociology, Peace Studies & Conflict Resolution

GRADUATE WORK | NORTHEASTERN UNIVERSITY

- Coursework in Sociology, Statistics and Global Political Ecology

Skills & Abilities

SOCIAL MEDIA/SOFTWARE

- Proficient in Microsoft Office, Wordpress, MailChimp, Facebook, Instagram, Twitter, Hootsuite, Canva & more
- Fast and confident learner on any platform

LEADERSHIP

- 2017 recipient of the Seattle Chamber's **WIBLI Rising Star**: Awarded to a woman who has shown exemplary leadership traits at an early point in her career and has worked to advance gender equity in our region

CULTURAL COMPETENCY

- Leader in Amara's Diversity, Equity, and Inclusion Council
- Participated in multiple Undoing Racism Trainings with the People's Institute for Survival and Beyond
- Regularly worked in mixed race spaces, navigating the complexities of race in the US through accountable relationships that strive to identify and relinquish white supremacy