

Melissa Jo Kelley CPRW

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RESUME WRITER | ENTREPRENEUR | CONSULTANT | EDITOR

Certified professional resume writer and published proofreader/editor with 20+ years of combined experience. Combine technological proficiency, background in education, purchasing, and administration, and expertise in writing entry-level to executive resumes and LinkedIn profiles in all major career fields to produce powerful personal marketing documents. Edit research articles, manuscripts, dissertations, and business correspondence with a focus on editing ESL papers, academic and research papers, and marketing- and purchasing-related documents, as well as conducting Internet research. Quick to learn in-house and specialty style guides.

KEY SKILLS & TECHNICAL COMPETENCIES

Resume/LinkedIn Writing	Business Editing and Writing	Research and Academic Editing
Project Management	Analysis and Problem-Solving	Research
Customer Support	Client Development	Procedures and Processes
Teaching	Time Management	Administrative/Secretarial Support
English (Native)	Photography	Purchasing/Supply Chain
Spanish (Beginner)	German (Beginner)	French (Proficient; once taught)

Technical Proficiencies:

Academic Styles

Proficient: APA | AP | Harvard | MLA | Turabian

Knowledgeable: ASA | AMA | CSE | Chicago

Software/Computer

Knowledgeable: Access | Adobe PhotoShop | Adobe Lightroom | Evernote | Firefox | Harvest | Internet Explorer Nuance PDF Converter Pro | Outlook | Glip

Proficient: Adobe Acrobat | Libre/Open Office | Excel | PowerPoint | Word | Google | Chrome | Thunderbird | Skype
iOS | PC | Windows 7, 8, 8.1, 10

Resume Styles

Civilian | Federal | Military | Military-to-Civilian

Type: 90-95 WPM | **Edit:** 2400 words/hr. (avg.)

Familiar: Android | Asana | Citrix GoToMeeting | HipChat
Kronos | Lotus Notes | Trello | WebEx | Zoho Invoice
TimeTrade | Simplybook.me | 10to8

PROFESSIONAL EXPERIENCE

FOUNDER | EXECUTIVE RESUME WRITER | EDITOR

In My Own Voice, LLC DBA Kelley Resumes & Wordsmithing

Aurora, CO; 2008-Present

Provide turnkey consulting, writing, and editing services to individuals and businesses and specialize in resume, ESL, education, executive, automotive, medical, and translation clients. Niche resume specialties include older job seekers, as well as those with disabilities. *Key clients and projects include:*

- 2015-Present: Resume writer for CareerThinker, Competitive Edge Resume Service, Resume Footprint, Personal Touch Career Services, RiseSmart, and Talent:Inc. Editor for Elite Editing.
- 2015: Medical research editor for Enago.
- 2014-2015: Editor for Kibin and Impart!.
- 2008-2013: Senior editor, recruiter/HR, and customer support representative, as an independent contractor, with EditorLive (now Papercheck). Trained and mentored new employees. Edited to APA, Associated Press, MLA, Chicago, CSE, Turabian, and clients' in-house styles. Helped secure, build, and maintain key client accounts, including Frost & Sullivan and The Huffington Post.
- 2010: Initial editor, including footnotes and bibliography, for Rev. Dr. Julia M. Robinson's *Race, Religion, and the Pulpit: Rev. Robert L. Bradby and the Making of Urban Detroit* (published 2015; ISBN 978-0-814-33291-7).
- 2011-2012: Resume writer for CareerBuilder.
- 2009: Special Delivery program coordinator for Joni and Friends, a nonprofit disability advocacy organization.
- 2006-2009: Ghostwriting, proofreading, and copyediting as an independent contractor through Guru.com.
- 2005-2009: Chief copy editor, columnist, and staff reporter for *The Woodside News*, a private church newspaper.

EDITOR

Papercheck, LLC

San Francisco, CA (remotely based near Denver, CO); 2008-2015

Edited a wide variety of business and academic documents to the client's choice of style. Common styles included APA, MLA, AP, Chicago, CSE, and Harvard. Also edited to client-specific style guides; e.g., Frost and Sullivan and Huffington Post.

EDITOR, Continued...

- 2013: Became a full-time remote employee when EditorLive reorganized and became part of Papercheck.
- 2008 to 2013: Independent contractor through EditorLive, as noted under freelance experience above (total tenure with this company 7 years).
- 2009–2013: Helped onboard new editors. Coached editing staff for continuous improvement purposes. Liaised with clients and provided customer support.

RELATED EXPERIENCE

- BUYER, on a contract and direct basis, for 10+ years in the automotive industry.
 - Represented various organizations, including General Motors, Fischer Automotive, Dana, and Getrag, and managed decks valued as high as \$20 million.
 - Acted as ISO/QS9000 document control manager for multiple employers. Created and edited documents for self and on behalf of coworkers and supervisors.
- CUSTOMER SERVICE, ADMINISTRATIVE ASSISTANT, AND INSIDE SALES positions, on a contract and direct basis, for 5 years. Created and edited documents as part of job duties.
- Served as a TEACHER throughout the Metro Detroit area for 2 years. Taught French, English, and social studies to middle school, high school, and adult education students.

PUBLISHED WORKS**PRINT BOOKS:**

Race, Religion, and the Pulpit: Rev. Robert L. Bradby and the Making of Urban Detroit by Julia M. Robinson (edited; ISBN 978-0-814-33291-7)

My Ostrich Race by Kyle Johnson (edited; ISBN 978-0-615-34955-8)

Through it All by Cynthia Foust (edited; ISBN 978-0-615-30879-1)

E-BOOKS:

The Internet Millionaire's Handbook by Greg Bergen (partly edited, partly ghostwritten)

How to Survive and Thrive in the Merchant Services Industry by Marc Beauchamp (edited)

How to Create an Automated eBay Money Machine by Olu Jatto (edited)

Relationship Success by Amber Daniels (ghostwritten)

EDUCATION

B.A. IN PSYCHOLOGY | MINORS IN ENGLISH AND SECONDARY EDUCATION

Alma College, Alma, MI

AFFILIATIONS & CERTIFICATIONS

PROFESSIONAL ASSOCIATION OF RÉSUMÉ WRITERS & CAREER COACHES (PARW/CC)

2015–Present

- Certified Professional Résumé Writer certification received August 2015

RELATED EDUCATION & TRAINING

CHAPLAINCY CERTIFICATION TRAINING

International Fellowship of Chaplains, Rochester, MI

GERMAN LESSONS

Fischer Automotive Systems, Auburn Hills, MI

DALE CARNEGIE TRAINING

Ralph Nichols Associates

RECOGNITION & AWARDS

MMBDC CORPORATE BUYER OF THE YEAR NOMINATION

MMBDC, Detroit, MI

PEOPLE MAKE QUALITY HAPPEN AWARD (2-TIME RECIPIENT)

General Motors, Lansing, MI & Lordstown, OH