

Michelle P. Mellon

Resume

Education

May 18, 2002 **M.A.**, Liberal Studies.
Georgetown University, Washington, DC.

May 16, 1993 **B.A.**, English major, Sociology minor.
The College of William & Mary, Williamsburg, VA.

Work Experience

Jan 2008-
present **Copy Editor/Copywriter.**
LeapFrog Enterprises, Inc. Emeryville, CA

- ◆ Provide copy editing and copywriting support to Senior Copywriter for product packaging, parent guides, in-store displays, web site copy, and Internet, print, and radio advertising.
- ◆ Maintain editorial style guide and multilingual product templates.

Jan 2002 -
present **Freelance Writer/Editor**
Provide contract writing, proofreading, and/or editing to magazines, corporations, or individuals.

- ◆ Currently working on a novel and collection of fiction short stories for publication.
- ◆ Writing samples can be found at www.mpmellon.com/samples.html
- ◆ A partial list of my published works to-date can be found at www.mpmellon.com/published.html

Jul 2006-
Jul 2007 Phillips Graduate Institute/California Family Counseling Center. Encino, CA

Communications Associate.

Provided part-time management of all of the Institute's advertising, marketing materials, and publications, including:

- ◆ Writing; copyediting; budget development and tracking; web site updates; management of a broadcast e-mail system; ad design; document and publication design and formatting; and supervision of in-house graphic artist.

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Sep 1997 – **Project Manager.**

Nov 2001* The Marasco Newton Group, Ltd. Arlington, VA

The Marasco Newton Group was a management, communications, & IT consulting firm. *note that from August 2000-November 2001 I telecommuted from a home office in California

- ◆ Responsibilities included writing, editing, and copyediting conference display text, fact sheets, success stories, case studies, recommendation reports, web site content, PowerPoint presentations, and data summaries.
- ◆ Managed teams of print communications, web, conference/event planning, and data analyst professionals ranging in size from two to twelve people with responsibility for project budgets ranging from \$20,000 - \$660,000.

May 1993 – **Executive Assistant/Meeting and Membership Coordinator/Webmaster.**

Sep 1997 American Association of Colleges of Nursing, Washington, D.C.

The American Association of Colleges of Nursing provides professional development opportunities for the deans and faculty of four-year nursing degree programs.

- ◆ Responsibilities included coordinating all conference, workshop, and membership activities for more than 500 institutions; assisting with writing and editing grant proposals, proofreading research publications and press releases; coordinating with printer for publication of conference brochures, award pamphlets, and project resource directories; and managing content of Association's web site.

Additional Job Skills

- ◆ **Computer Software:** Access, Acrobat Exchange, Adobe InDesign, Excel, InfoMaker, Jenzabar, PageMaker, Photoshop, PowerPoint, Publisher, WinZip, Word, WordPerfect.
- ◆ **Management:** Facilitation, strategic planning, personnel training, and budget management.
- ◆ **Programming:** HTML.
- ◆ Organized, detail-oriented, dedicated, responsible, and professional.
- ◆ Critical-thinking and problem-solving skills.