**Jane R. Dolan**  
*Silver Resume Creations*  
silverresumeexample@gmail.com 

**Professional Writer:**Certified Professional Resume Writer (CPRW), Technical Writing, Academic Writing, Business Writing, Copywriting

**Branding Statement:**  
Talented and versatile writer, proficient in technical communications. Successfully generated hundreds of business materials, including reports, letters, proposals, presentations, press releases, memos, reviews, manuals. More than 10 years of experience writing creative copy for direct response markets and promotional advertising. Skillfully designed and produced material for newsletters, brochures and flyers. Authored first-rate essays and articles for publication, in print or the Web. Enthusiastic and creative customer-focused writer, adept at details and producing only first-rate work. Tremendous integrity and common sense.

**Core Competencies:**  
Direct Mail, Copy Writing, Proposal Development, Presentations, Press Releases, Articles, Essays, Research, Sales Promotions, Resumes, Public Relations, Team Leadership, Cold Calling, Editing, Entrepreneur, Lead Generation , Brochures/Newsletters, Target Marketing Customer Service, Information Analysis, Research Reports , Client/Vendor Relations , Project Management, Print Production, Graphic Design, Data Base Management, Coordinating and Scheduling, Business Administration.

**Education:**

* BS in Interdisciplinary Studies, concentrations in English-Professional and Technical Writing, Business and Behavioral Sciences  
  Ellis College of NYIT
* AA in Business Administration  
  American Intercontinental University

**Employment History:**  
  
**Freelance Writer  
Silver Resume Creations - Owner and President**2002 - present  
Produce a wide-range of writing services to various clients, businesses, publications and websites, including: resumes and cover letters, chapter summaries, academic papers, articles, writing prompts, press releases, how-to articles, lesson plans. Websites worked with: Writer's Village U, AcaDemon, eCopywriters, Inland Press, Creating Words, WritersCollege.com, Freelancers.com, Elance.com, oDesk, Sandbox Advisors

**Assistant Manager  
Francois Oil Company**  
2007 - 2008

**Support Substitute  
Verona Area School District**  
2005 - 2007

**International Customer Service Manager  
Gammex**  
2002 - 2004

**Open Enrollment Specialist, 1999 - 2000  
Sales Coordinator, 2000 - 2002  
Humana**

**Previous and additional experience:**

* Advertising Director
* Project Manager/Editor
* President/Owner of Marketing Co.
* Also have extensive retail and customer service experience, published writing in print and on the Web, audio/video transcription

**Certifications and Awards:**

* National Scholars Honor Society
* 10 Certificates of Achievement for completion of continuing education courses
* Over 35 Brain Bench Certifications
* CPRW Certification
* 14/14 exams passed for oDesk Certifications
* Graduated from Ellis magna cum laude, with a 3.6 GPA
* Graduated from AIU with honors, and a 3.75 GPA