

## **Melissa K. Cooper**

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### **Writing, Editing, Communications, Correspondence and More**

- Actively write and contribute various types of content to WriterAccess and Textbroker, which are both online writing brokerages.
- Design newsletters, take photographs to enhance content, and format basic html code.

### **Past Relevant Experience in Writing, Marketing and Promotion**

- Edited stories and reviews for regionally distributed music publication.
- Have written CD reviews and conducted artist interviews for a music publication.
- Developed Health and Wellness Page for IntraNet to promote healthier lifestyles for fellow employees.
- Prepared, proofread and finalized correspondence for attorneys in an insurance liquidation office.
- Created merchandise displays to generate increased sales at a music store.
- Designed press pages for the publicist at an independent music label.
- Prepared weekly sales fax and assisted in distribution flier, designing and fitting all featured artists' information to one page and checking for grammar and spelling errors.

### **Personal and Self-Management**

- Thrive on challenging tasks in writing and editing; both collaboratively and independently.
- Am highly organized and dedicated with a positive attitude.
- Possess excellent written and verbal communication skills.
- Perform multiple assignments as a freelancer under pressure and consistently meet deadlines.

## **EDUCATION**

1988 to 1994, B.A. English, The Ohio State University, Columbus, Ohio

## **WORK EXPERIENCE**

2011-present WriterAccess.com, Online

2009-present, Textbroker International LLC, Online

2009-2011, Freelance Writer, Demand Studios, Online

2009, Contributing Writer, [www.AltOhio.com](http://www.AltOhio.com), Ohio

1998-2009, Legal Administrative Assistant, Office of the Ohio Insurance Liquidator, Columbus, Ohio

1996-1998, Assistant Editor/Contributing Writer, Moo Magazine, Columbus, Ohio

1994-1998, Office Clerk, Accountemps/Alliance Data Systems, Columbus, Ohio

1990-1994, Assistant Manager, Waves Music (National Record Mart), Columbus, Ohio

Summer 1992, Marketing/Publicity/Promotions Intern and Administrative Assistant, Caroline Records, Inc., New York, New York