

DELMETRIA L. MILLENER

Writer—Marketing • Journalism • Advertising • Editing • Proofreading

Dear Recruiter:

When do I start! You are looking for a strong writer or editor with good instinct and flexibility who pays razor-sharp attention to detail. I possess all these qualifications, which makes me the perfect candidate for a direct hire, contract or contract-to-hire position with your company.

Other necessary skills might include having a strong grasp of grammar, punctuation, and the English language, the ability to think on your feet and prioritize in a fast-paced, deadline-driven environment—all of which I am experienced with and highly capable of—while maintaining a savvy, tasteful sense of humor.

I repeatedly prove my expertise as an ace copywriter, copy editor, journalist, technical writer, proofreader and thorough researcher. I am a dependable professional with strong analytical skills and expert computer skills, and I work effectively as a team player or individual who thrives on challenge.

My resume follows and illustrates my strong writing and editing abilities. Thank you for your time and consideration. If you have any questions or need additional information, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Delmetria L. Millener". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

delmetria l. millener

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Professional Career Summary

Writer | Editor

- Edited and proofread for fluency, content, context, spelling, grammar, punctuation, libel and style.
- Edited/created educational online tutorials targeting students, educators and parents.
- Wrote strong headlines and ensured efficient scheduling, production, approvals.
- Proven versatility to develop and write strategically sound B2B and B2C messaging that sells.
- Wrote retail catalog and product descriptions.
- Wrote online, direct mail, map directions, advertorials and radio/LED copy.
- **Brands: Eli Lilly, Proctor & Gamble, Radio Shack, Palm, BlackBerry®, Compaq and others.**

Journalist

- Blogger for corporate and non-profit organizations providing education & awareness on green living.
- Innate knack for working accurately under deadline pressure while juggling assignments
- Effectively worked with editors, colleagues and sources to recognize/develop newsworthy stories.
- Strong feature/news writer with solid command of English mechanics and AP style.
- Monitored wires and reported on live, supplemental and breaking broadcast news events.
- Tracked news tips from affiliates and reported on tight deadlines for broadcast and online distribution.

Legal Word Processor

- Supervised, managed and improved morale while working as lead on night word processing shift.
- Created, revised, coded, transcribed, converted, proofread, notarized and scanned legal documents.
- Developed expert reputation for executing tables and operating document management software.
- Effectively problem-solved, prioritized and met deadlines.

Educator

- Instructor of writing and green living courses.
- Used varied media and creativity to motivate students and teach Reading and Written Language.
- Daily created and meticulously followed lesson plans while showing flexibility/professionalism.
- Maintained behavior by developing problem-solving techniques to enable self-sufficiency.

Youth Counselor & Case Manager

- Provided case management, record keeping and extensive contact with juvenile justice agencies.
- Offered appropriate information and referral resources and practiced strict confidentiality.
- Made home visits to evaluate youth with family to identify problems and establish case plans.
- Offered prevention/intervention counseling, discipline, role modeling, education and socialization.
- Planned and scheduled career fair, recruiting presentations, after school & summer activities.

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Entrepreneurial Summary

Editor, Writer, Coach, Consultant, Speaker

thawriter.biz

- Provide writing, coaching and editing to fiction/non-fiction writers and businesses.
- Directed, trained and guided other writers through writing workshops and speaking engagements.
- Consultant to small businesses on blogging for business and social media.
- Created and maintain Websites www.thawriter.biz and www.artsygroup.org.
- Developed and operated a successful on and offline writers group since 1999.
- **Clients/Brands: Dallas Morning News, Black Enterprise, (complete list: www.thawriter.biz).**

Non-profit Founder/President

Hearts for the Arts, Inc.

Executive Director

- Developed/refined procedures to increase overall efficiency and effectiveness of programming.
- Ensure the organization, its mission and bylaws are presented in a strong, positive image.
- Ensured program and operational processes were aligned with company goals and objectives.
- Read, review, discuss, oversee marketing strategies and grant proposals.
- Ensure adequate financial oversight and provide timely technical reviews of proposals.
- Discuss, formulate, and forward well-developed recommendations to the organization.
- Contribute to program development with innovative, smart, new ideas and opportunities.

Program Director

- Developed, coordinate and market educational, career development programs for artistic youth.
- Establish strategic partnerships with industry experts to provide service learning opportunities.
- Hired, manage and evaluate staff and volunteers, and enforced policies and procedures.
- Conducted extensive business and resource development with corporations and the community.
- Ensures the accuracy and quality of all media, marketing and online communications.
- Plan and oversee implementation of special program events.
- Established an efficient, effective, and ethical work environment.

Development Director

- *ARTpreneurs Training* – career development and mentoring program created for young artists.
- *All Arts Considered* – network designed for young artists to develop artistic career.
- *A.R.T. Resources for College* – seminar established to help artsy students get into college.
- *Get Active. Go Green!* – campaign organized to initiate education and awareness on green living.
- *Mentoring Match Program* – connection formed between mentor/artist to provide career guidance.
- *Parenting Workshops* – structured to engage and involve parents with their artistic teen.
- *Poetry Gumbo* – produced for poets/performance artists to showcase artistry in poetry and music.
- *Starving Artists Find Food* – handbooks written that provide best living practices for artists.

Speaker/Trainer

- Provide training to young artists on the business of being an artist.
- Provides training, supervision, direction and encouragement to program staff and volunteers.
- Facilitate year-round career summits in schools, youth organizations and the community.
- Conducts mentor trainings and helps provides additional resources and tools to mentors
- Offer motivation/information to artists on how to maximize their opportunities upon graduation.

Education – B.A.S. (Psychology & Business). Dallas Baptist University, December 2002.

See Web site for Professional Artist Bio | References Upon Request