

Monica Mashock

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SUMMARY

Certified technical writer with over ten years of teaching experience and two years of publishing and printing experience. Perfect spelling, excellent grammar, and mastery of rhetoric. Educated in programming, sociology, advertising, and language manipulation.

RECOMMENDATIONS

"A role model for all, exuding warmth and concern. Her peers had total faith in her; as did I."

Pam Schroeder, Ph.D., Department Supervisor, Bellevue School District

"As an employer, I wish I had ten of her (or even two)."

Tawn Holstra, Managing Partner, Holstra-Auston Investments

"I highly recommend Monica for any position she might seek."

Sandra L. Yannone, WC Director, TESC

AWARDS AND CERTIFICATIONS

Technical Writing Certificate, Bellevue College, Fall 2018

Technical Writing Certificate, Moscow Institute of Physics and Technology, Sep. 2018

Mensa Member, 2007 - Present

Teacher of the Year, Kaplan Test Prep, Winter 2013

97% Approval Rating from Students, Kaplan Test Prep, 2010 – 2014

Director's Choice Award, Tri-M and Sammamish Orchestra, 2004 – 2007

Liahona Award for Leadership and Work Ethic, Girls' Camp, 2005 – 2006

Silver Service Award for Community Service, Sammamish High School, 2006

SKILLS

INTANGIBLE ESSENTIALS:

- Specialty is noticing and responding to issues as soon as they arise.
- Strong work ethic and initiative, calm under pressure.
- Eager to learn and solve problems!
- Excellent time management and flexibility.
- Prioritizes carefully and multitasks whenever appropriate.

WRITING AND MEDIA:

- Specialty is writing and editing, mostly nonfiction.
- Fifteen years professional experience.
- Six years professional presenting and lecturing experience.
- Worked solo and in teams, with and without client input, to revise rough drafts into polished commercial products.

MARKETING AND PUBLIC RELATIONS:

- Specialty is copywriting and advertising layouts in print and non-print materials.
- Organized events designed to attract media attention and build strong company reputation.
- Completed seminars in branding, team building, and creative PR thinking.

MANAGEMENT AND TEAMWORK:

- Specialty is building strong teams and minimizing interpersonal conflict to result in maximum efficacy and profit.
- Monitored and developed strategies to improve employee morale via frequent feedback and discussions of company and employee needs.

COMPUTER SAVVY:

- 100 words per minute, 5500 number strokes per hour.
- Software experience: Microsoft Office Suite – Word, Excel, PowerPoint; Adobe Creative Suite – Photoshop, ImageReady; AutoCAD, Rhinoceros, Facebook, Twitter.
- Programming experience: HTML, CSS, Bash, Python.

EDUCATION

BACHELOR OF ARTS. General Studies focused in writing and sociolinguistics.

The Evergreen State College; Olympia, WA.

Self-financed 100% of education by earning grants and retaining employment.

Relevant Work History**Technical Writer/Editor**

Freelance

Seattle, WA, United States

Dec. 2018 – Present

Wrote and edited technical documents for both public and private audiences.

Nonfiction Editor

Freelance

Seattle, WA, United States

Sep. 2014 – Dec. 2018

Edited nonfiction manuscripts for submission to publication houses or self-publishing.

GRE/SAT/ACT Professor and Tutor

Kaplan Test Prep

Seattle, WA, United States

Apr. 2010 – Sep. 2014

Taught sound writing techniques: style, organization, and proofing – plus math and reading.

Decontamination Specialist

Roe Dental Laboratory

Independence, OH, United States

Mar. 2010 – Feb. 2011

Wrote employee manual on safe, industry standard decontamination procedures.

Staff Editor

Iced Imaginations Publishing

Olympia, WA, United States

Mar. 2009 – Mar. 2010

Managed team of 4-5 editors and reviewed all final decisions.

Chief Copywriter

DebHansen.com

Bellevue, WA, United States

Jan. 2005 – Mar. 2009

Liaised with consultants to revise for accuracy as well as writing style and branding voice.

Writing Tutor*

TESC Writing Center

Olympia, WA, United States

Mar. 2008 – Jun. 2009

Tutored college students alone or in groups on style, voice, organization, and proofing.

Marcom Editor*

Bellevue, WA, United States

SCRIBE

Sep. 2005 – Jun. 2007

Edited marketing materials such as brochures, newsletters, and stationery.

Volunteer Coordinator*

Bellevue, WA, United States

Tri-M

Dec. 2003 – Jun. 2007

Managed team of volunteers, scheduled meetings, and reviewed work before release.

* = volunteer experience