Pamela G. Nelson

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# Education

BA, Brigham Young University, *Winter 2021*

English Language Major, Editing Minor

GPA for Major: 3.97

AS, Brigham Young University, *April 1977*

Family Studies

***Relevant Coursework***

Genre and Substantive Editing: Content editing, freelance track, use of electronic tools for editing and layout

Basic Editing Skills: Principles of copyediting with emphasis on style guides and peer editing

Grammar of the English Language: Grammatical principles with emphasis on phrases, clauses, and sentences

Modern American Usage: Current conventions and effective use of American English

Print Publishing 1: Basic functions of Adobe InDesign for the purpose of typesetting various publications using basic design principles of proximity, alignment, repetition, and contrast (portfolio available upon request)

Print Publishing 2: Advanced digital layout and typesetting using Adobe InDesign (portfolio available upon request)

# Editing and Writing Experience

**Writing and editing of personal family histories**, *Various dates from 1985 to 2018*

* Edited and expanded three short personal histories of 15-20 pages each
* Updated, edited, formatted, and published a 50-page history including photos
* Interviewed, wrote, edited a 90-page history including photos
* Wrote, edited, and formatted a 400-page history including photos

**Editor for church newsletter**, *March 1991-March 1992*

* Wrote news articles
* Responsible for layout and design
* Gathered and edited articles from other contributors

# Work Experience

**Secretary/Bookkeeper**, Lee P. Cordon, CPS and Robert Jones, CPA, *April 1979 to September 1980*

* Typed correspondence and tax returns and edited for accuracy
* Kept general ledgers and used a ten-key

**Missionary**, Church of Jesus Christ of Latter-day Saints, *September 1977 to March 1979*

* Cold contacted people either door-to-door or on the street
* Ran the women’s organization and children’s organization

**Chairside** **Assistant**, Dr. Armis Ashby, DDS, *September 1976 to April 1977*

* Assisted dentist by anticipating which tool he needed next
* Seated and greeted the patients

**Secretary**, Caldwell and Roland Roofing Company, *July 1976*

* Organized the front office and filing system
* Wrote the payroll checks

**Waitress**, Cottage Garden, *April 1976 to July 1976*

* Waited tables by taking orders and serving food during the lunch rush hour
* Cooked food when the cook was short handed

**Typist**, Alameda Times Star Newspaper, *September 1973 to April 1974*

Typed single-line ad copy that was fed into the main computer

Covered for the secretary when she was out of the office

# Volunteer Experience

**Family History consultant**, *2000-present*

* Assist people who need help doing research
* Expert user of RootsMagic and FamilySearch

**Cub Scout den leader**, *1999-2001, 2016-2017*

* Planned weekly activities for 8-9-year-old boys
* Sponsored field trips and tracked advancements

**President of church youth group**, *2013-2016*

* Helped plan and carry out weekly activities
* Responsible for 32 young women and 8 leaders

**Teacher and leader of children**, *1985-1990, 1997-1999, 2008-2010*

* Taught Sunday lessons to various age groups, 18 months to 11 years old
* Served as first counselor and the secretary to two presidents

**President of church women’s organization**, 2005-2008

* Conducted weekly presidency meetings and Sunday meetings
* Cared for 140 women and helped families in time of need

**PTA volunteer**, *1995, 1997, 2008*

* Helped children in the computer lab
* Ran the library after school and substituted for the librarian
* Aid for special reading program for kindergarten age children

**Church youth leader**, *1982-1984, 2002-2004*

* Taught Sunday lessons
* Helped with midweek and special activities
* Responsible for girls between the ages of 14 to 16

**Girls Camp leader**, *1994,1999-2001*

* Organized youth into teams for cooking and certification
* Responsible for the safety of 30 girls and 8 leaders

# Skills and Interests

**Computer programs*:*** Microsoft Word, Microsoft Excel, Adobe InDesign

**Personality Traits*:*** Well organized, detail oriented, good manager, honest, self-disciplined