|  |  |
| --- | --- |
|  | Sandwich, Kent, UK  Tel: 07714 927126  Email: alanna\_muniz@  hotmail.com |

Alanna E. Muniz Denton

|  |  |
| --- | --- |
| Summary  Education | Since 2007, I have been involved in academic and general interest article writing, with numerous freelance articles being published. I also have worked to a high level in the field of editing and proofreading. For the last four years, I have worked as a self-employed transcriber of audio files to numerous types of written formats.  I am self-motivated and naturally able to organize complex work demands, delivered to often tight deadlines. Working in a secretarial capacity for family and my husband’s business has also involved a good level of interpersonal skills and organization. I am adept in Word and Excel, among other specialized computer programs to a professional standard. I work well alone or as part of a team and pride myself on my consistent project delivery while being a pleasant, approachable team member who is able to adopt new skills very quickly.  2008 - 2010 Institute of Transpersonal Psychology Palo Alto, CA, USA  **Master of Arts in Women’s Spirituality**  Published thesis on proquest.com.  2004 - 2008 University of Washington Seattle, WA, USA  **Bachelor of Arts in Women Studies**  Graduated cum laude.  Awarded Honorable Mention in Meg Greenfield Essay Competition, June 2008. |
| Work Experience | 2017 - Present Ivan Denton Counselling and Clinical Supervision Deal, UK  **PA/Secretary**  Assisted scheduling, writing and editing letters, and production of invoices.  2013 - Present focusfwd.com  **Transcriber (Independent Contractor)**  Transcribed audio files, including one-on-one interviews, focus groups, and simultaneous translations covering a wide range of topics from market research, business, academia, finance, to medicine.  Edited transcripts and worked with differing sound qualities, audio lengths, formatting, and speaker dialects.    January - October 2011 demandmedia.com  **Freelance Writer**  Researched, wrote, and published over three hundred online articles on various subjects for ehow.com and livestrong.com.  August - November 2008 suite101.com  **Contributing Writer**  Researched, wrote, and published ten articles on various subjects, including women’s history and New Age spirituality.  March - October 2007 *The Beltane Papers* Kirkland, WA, USA  **Editorial Assistant Intern**  Investigated and compiled an extensive list of potential advertisers.  Edited and critiqued articles and layouts as a member of the Editing and Proofing Circle.  Authored and published a three-page personal article. |
| Skills | Types 90 wpm.  Skilled in Microsoft Office and Express Scribe.  Dependable, detail-oriented, organized, and able to work under my own initiative. |