

Megan L. Anderson
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Summary

I am a service-minded freelance writer and editor seeking writing and editing projects that improve readers' intellectual, spiritual, and social quality of life.

Skills

- Attentive to audience and employer needs
- Detail-oriented
- Curious and enthusiastic learner
- Tutoring
- Creative and critical thinking
- Self-motivated
- Avid and careful reader
- Never missed a deadline
- Experienced with HTML, and online publishing platforms
- Versatility across formats and genres of text

Experience

Freelance Writer & Editor – Self-employed

Jan. 2013 - Present

I accommodate the unique writing, editing, and proofreading needs of individuals, nonprofits, and businesses. Such projects include preparing manuscripts for publication, rewriting website copy, fabricating magazine articles, creating newsletters and blog posts, developing curriculum, etc.

English Tutor – Volunteer

Mar. 2015 – Present

I coordinate an after school program (Gathering Grounds Café) for middle and high school students where they receive free academic help. I tutor English, focusing on composition, reading comprehension, textual interpretation, grammar, literature, and critical thinking skills.

Youth Minister & Sunday School Teacher – Russiaville Friends Church

May 2012 – Present

Functions include writing and developing bible study curriculum for all ages. I create and teach materials for teenage groups, and adapt published curriculum for use in classes across age groups.

Social Media Manager & Web Development Team Member – Samaritan Caregivers (United Way Agency)

Jan. 2013 – Jul. 2015

Responsibilities included copyediting, proofreading, and regularly updating website content. I wrote and edited feature newsletter articles in addition to managing the Facebook and Twitter accounts, and researched relevant caregiving articles for organization members' use. By integrating Samaritan Caregivers' print and digital media publications, I increased the Twitter following six fold within five months.

Freelance Writer & Editor – Textbroker International

July 2010 – Dec. 2012

I produced SEO content for effectual product advertising. This included product descriptions, blog posts, articles, and research for print and online publications. I also rewrote, proofread, and copyedited content. I accomplished all assignments within short deadlines without missing one.

Discipler & Small Group Leader – Campus Crusade for Christ (Cru)

Aug. 2009 – May 2012

I wrote, developed, and taught original bible study curriculum for individual college students and small groups. I also edited existing curriculum to suit the specific needs of small groups.

Education

Indiana University Bachelor of Arts, English – Creative Writing

Aug. 2008 – May 2012

References

Available upon request