

## **Ghostwriter, Consultant, Speaker**

Fifteen years experience teaching various writing courses, business writing, fiction, and research skills at the university and community college level. Coached thousands of students in organizing, writing, editing, and researching writing projects. Served as consultant for textbooks, theses, dissertations, articles, journal papers, and conference presentations. Written web content, flyers, brochures, booklets, articles, and fiction. Edited an anthology. Edits and contributes to a monthly newsletter.

### **Career Highlights**

- *Published:* short stories, poetry, non-fiction essays
- *Business Writing:* all promotional and marketing writing for family business
- *Teacher & Lecturer:* 15 years classroom, conference and workshop experience
- *Consulted:* textbooks, articles, conference presentations, theses, dissertations, and other academic writing
- *Web:* articles, web content, and designed, wrote, and maintained two web sites, five and three years respectively
- *Editor & Contributor:* *Orange Ink*, monthly newsletter for California Writers Club Orange County

**Computer Skills:** Word, WordPerfect, Indesign, Excel, PowerPoint, Dreamweaver, and Internet

### **Professional Skills**

- Strong Written & Oral Communication Skills
- Ghostwriting Certificate: Claudia Suzanne: Wambtac Communications
- 15 Years Experience Helping Writers Develop Their Ideas, Concepts, and Projects to Completion
- Proven System for Non-fiction Mapping, Fiction Plotting, Story/Character Development

### **Education:**

MA English	California State Polytechnic University, Pomona
BA English	California State Polytechnic University, Pomona

### **Affiliations:**

- California Writers Club, Orange County Branch: Vice President
- Toastmasters International
- Society of Children's Book Writers and Illustrators
- Southern California Writers Association