
Writing Consultant Resume

Job Objective

To obtain a challenging Writing Consultant position in a well reputed organization.

Areas of Excellence:

- Remarkable experience with Writing consulting
 - Huge knowledge of teaching and tutoring
 - Deep knowledge of writing as a process
 - Outstanding ability to handle multiple tasks
 - Superior communication skills
 - Excellent problem solving skills
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Professional Experience:

Writing Consultant
Medtronic, Lansing, MI
August 2005 – Present

- Coached students in writing and oral communication.
- Carried out peer tutoring programs.
- Tutored students with learning disabilities.
- Coordinated with clients to outline requirements.

Writing Consultant
Modis, Inc., Lansing, MI
May 2000 – July 2005

- Coordinated about details of the focus of the writing.
 - Managed research of product.
 - Drafted the document, proofread and added graphics.
 - Presented writing to client and outlined final copy.
 - Managed imparting excellent customer care.
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Education:

Bachelor's Degree in English
Georgia State University, Atlanta, GA

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