

# Melinda Grant | Curriculum Vitae

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*MGailGrant.com*

## Objective:

Master of Arts in Professional Writing graduate student with experience in website design, English compositional tutoring, and professional editing in both digital and print mediums seeking an employment position allowing me to utilize universal and diverse skill sets.

## Skills & Abilities:

- Professional and academic editing (essays, narratives, electronic and digital media, graduate school applications, resumes)
- Website design
- Tutoring (composition and grammar, online and in-person)
- Blog design
- Self-publishing (print publication to include paperback and hardcover setup, eBook platform conversion and formatting)
- Experience working with Calibre, WordPress, KDP platform, Ingram Spark-Lightning Source platform, Atom, HTML5 coding, Microsoft Office Suite
- PowerPoint editing and design layout
- Analytical and detail-oriented
- Strong customer service skills
- Previous sales and administrative, managerial experience

## Experience:

**Graduate Teaching Assistant** — Kennesaw State University August 2019 — Current

Writing center tutor in English composition and grammar. Sessions are both in-person and online. Workshop PowerPoint presentations to include differences between style guides (MLA, APA, Chicago, IEEE) and comma usage rules.

**Author/Publisher** — Keebie Press June 2017 — Current

Author of middle grade to young adult epic fantasy fiction book series to include eBook, paperback, and hardcover versions. Blog writing, marketing, social media management.

## Education:

**Kennesaw State University** – Master of Arts in Professional Writing August 2019 – Current  
Current graduate student in the Master of Arts in professional writing program. Coursework includes Understanding Writing as a Process to include Pedagogy, Issues/Research, Professional and Academic Editing, Writing Center Training.

**Kennesaw State University** – Bachelor of Science, Psychology  
July 2002

## Communication:

In-person tutoring and editing sessions with students across all undergraduate and graduate-level disciplines. Hosting and presenting writing center workshops. Outreach presenter to classrooms across the university to discuss what the writing center can do for students.