**Melissa Page Jones**

**Contact:**

(910) 409-7782

melissa@mpagejones.com

**Writing Portfolio Website:**[www.mpagejones.com](http://www.mpagejones.com)

**Education:**

Earned a Bachelor of Arts Degree in Creative Writing/Minor in English (1992)

**Writing Accomplishments**

* Top 12 Finalist in the Walt Disney Fellowship Program Competition (4,000 applicants)
* Only student in the Creative Writing Program's history to be invited to join the university press staff as a paid writer
while still an undergrad
* Published author of *Lost: Woman, Found: Child - A Memoir* (available through Amazon.com)
* Screenplay *Trusting Jack* produced and released in 2001
* Published in Magazines - *Focus on the Coast, Topsail Magazine, My WAG-azine*, & more
* Public Speaker – Invited Speaker for The Southport Film Festival – Workshops: "I Wrote a Screenplay – Now What?" "How to get an Agent"
* Media/Marketing Director for a Fortune 100 Company (Go Energies) for five years (in-house communications & customer communications)

**My Freelance/Contract Writing Habits:**

• FIRM UNDERSTANDING OF TIME MANAGEMENT:

Having spent years as my own boss, I have a very unique and keen understanding of time management. It doesn't take long to learn that if your freelance clients aren't happy than you won't be happy either!  Acquiring experience with several clients over two decades allows me to know how long a project will take and should take while not over-promising to a client.

• STRONG WORK ETHIC:

I have a very strong work ethic that was instilled in my as a child and that even now I strive to uphold. I believe, and my clients will tell you, that I hold myself, and my work to a very high standard. When I agree to a deadline, I consider it a hard deadline. More than once I've worked 24-48 hours straight to make sure that when I give my word to you, it means something real.

• WORK WELL ALONE OR IN A GROUP

I have worked as an individual handling projects from concept to completion, as well as, worked within both small and large groups on ongoing and one-off projects within several companies.  I have worked in corporate offices, in writers' homes, boardrooms of creative agencies, coffee shops and more. Whether in-person or via Skype or phone, I understand and respect the dynamics of a group setting.

• CONSTANTLY CURIOUS

I feel that the moment you think you know it all concerning your self or your career, you need to think again! A constant curiosity about the world around you inevitably results in a growth as a person and in your style and understanding as a writer.

• HANDLING CRITICISM

Okay, no one wants to hear that they made a mistake particularly a writer. However, receiving rejection letters or negative comments is all part of the process. Over the years, I have learned that how you choose to address it is what makes you a better writer. I am constantly learning from other writer and editors and feel that in the end, this makes me a better wordsmith.

• EASY TO REACH

I purposely lead a rather simplistic life so that I can concentrate on both my professional and personal writing. I usually will be back in contact with you immediately upon receipt of your email or voicemail. If not, a heavy piece of furniture has me pinned down or I crossed the street at the wrong time!

• KEEP UP WITH THE TIMES

When I started writing it was with an electric typewriter (yes, I'm that old).  Now as social media and the Internet continue to expand and grow, as a writer it is important to keep up. Learning SEO keywords and tagging blogs is all part of that. Making yourself as versatile as possible means job security.

(resume of Melissa Page Jones, cont.)

**Various Types of Writing Experience:**

 Project Proposals Email Campaigns Newsletters Research

 Copy Writing Copy Editing Proofreading Print Publishing

 ePublishing Press Releases Media Kits Web Content

 Catalogs Corporate Taglines Technical Manuals SEO

 Blogs Resumes/Cover Letters Social Media (writing & management)

**Current On-Going Freelance/Contract Work:**

* Head Writer and Editor for Mdesign & Creative Services
* Head Writer and Editor for charity pet magazine, My WAG-azine, Cape Fear Edition (present)
* Director of Media & Publicity for Wilmington Riverfest (present)
* Media Writer for Coaching by Design (present)
* Owner of online freelance writing/editing company, mpagejones.com (present)

**Fluent in the following Software:**

 Microsoft Word Microsoft Powerpoint Adobe Acrobat Pro Adobe InDesign
Adobe Illustrator Adobe Photoshop Adobe Captivate

**Capable in the following Software:**

 Adobe Dreamweaver Microsoft Excel Adobe Flash Adobe Premier

**Tools of the Trade:**

 MacBook Pro Skype PC Chromebook iPhone 3g
Adobe Creative Cloud Chrome/Safari Dropbox Hi-speed Internet/Wi-Fi

**Bonus!**
I am also a Graphic/Web Designer who has been designing for over 15 years. I also spent several years in the film/video business both producing, shooting, and editing video. Recently, I've gotten into doing Captivate videos that are used for training purposes (interactive). If you'd like to peruse my portfolio for design, please go to [www.ltblpublishing.com](%20www.ltblpublishing.com).

Also, I write music (2nd minor in college was music) and have played professionally off and on over the years.

**References available upon request.**

*Thank you for taking the time to view my resume and I wish you luck as you work to find the perfect fit for you and your company.*

 *- Melissa*