

Janet G. Aaronson

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Professional Writer: Certified Professional Resume Writer, Technical Writing, Academic Writing, Business Writing, Copywriting

Branding Statement:

Talented and versatile writer, proficient with technical communications. Successfully generated hundreds of business materials, including reports, letters, proposals, presentations, press releases, memos, and reviews. More than ten years of experience writing creative copy for direct response markets and promotional advertising. Skillfully designed and produced material for newsletters, brochures and flyers. Authored first-rate essays and articles for publication, in print or the Web. Enthusiastic and creative customer-focused writer, adept at details and producing only first-rate work. Tremendous integrity and common sense.

Core Competencies:

Direct Mail, Copy Writing, Presentations, Press Releases, Blog Articles, Essays, Research, Internet Research, Sales Promotions, Social Networking, Public Relations, Team Leadership, Cold Calling, Editing, Entrepreneur, Lead Generation , Brochures/Newsletters, Target Marketing Customer Service, Information Analysis, Research Reports , Project Management, Print Production, Graphic Design, Data Base Management, Coordinating and Scheduling, Business Administration.

Education:

- BS in Interdisciplinary Studies, concentrations in English-Professional and Technical Writing, Business and Behavioral Sciences
Ellis College of NYIT
- AA in Business Administration
American Intercontinental University

Employment History:

Freelance Writer

Silver Resume Creations - Owner and President

2004 - present

Produce a wide-range of writing services to various clients, businesses, publications and websites, including: resumes and cover letters, chapter summaries, academic papers, articles, writing prompts, press releases, how-to articles, lesson plans. Websites I have worked with include Writer's Village U, eCopywriters, Inland Press, Creating Words, WritersCollege.com, Freelancers.com, Elance.com, and Sandbox Advisors.

Assistant Manager
Glisten Oil Company
2009 – 2010

Support Substitute
Drytown Unified School District
2007 – 2009

International Customer Service Manager
AlphaTech
2004 – 2006

Open Enrollment Specialist, 2001 - 2002
Sales Coordinator, 2002 - 2004
Humana

Previous and additional experience:

- Advertising Director
- Project Manager/Editor
- President/Owner of Marketing Co.
- Also have extensive retail and customer service experience, published writing in print and on the Web, audio/video transcription

Certifications and Awards:

- National Scholars Honor Society
- 10 Certificates of Achievement for continuing education courses
- Over 30 Brain Bench Certifications
- CPRW Certification
- Graduated from Ellis magna cum laude, with a 3.70 GPA
- Graduated from AIU with honors, and a 3.80 GPA