

Maureen Christi Silver

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Goal	<i>A creative, challenging writing position within an organization that values excellent communication skills and an objective worldview.</i>	
Profile	Self-motivated and original writer, researcher, and editor with four years' professional experience. Concise yet engaging writer able to convey complex ideas simply. Naturally inquisitive and exhaustive researcher. Impeccably careful editor with awareness of significance. Thrives in collaborative settings.	
Expertise	Computers: Macintosh OS Microsoft Windows Mandrake and Redhat Linux OS Microsoft Office Word Perfect Corel Ventura Folio Adobe Acrobat Microsoft FrontPage	Editorial: Developing content Interviewing Conducting online and book research Composing short and full-length articles Copyediting Proofreading Desktop publishing Chicago, AP, GPO, MLA, and National Geographic editorial styles
Experience	<i>National Geographic Society, Marketing Services Division</i> <i>Associate Release Editor, September 2002 to present</i> Rigorously proofread varied marketing material, including direct mail packages, magazine subscription cards, and consumer catalogs, for spelling, grammar, clarity, and style. <i>The George Washington University, Writing Center</i> <i>Tutor, August 2001 to May 2002</i> Counseled students on argument strategies, documentation techniques, and proper use of grammar. <i>Management Concepts, Inc., Publishing Division</i> <i>Editor, July 1999 to August 2001</i> Contributed to six monthly newsletters (print and online), distilling federal financial rules and developments for government and private-sector employees. Tasks involved developing content, conducting interviews, editing submissions, laying out publications, and copyediting. Researched content for five quarterly electronic database publications, and regularly updated department website.	
Education	The George Washington University , Washington, DC Masters of Arts Degree in English Literature earned May 2004. College of Notre Dame of Maryland , Baltimore, Maryland Bachelors of Arts Degree in English with minor in Writing earned May 1999. Graduated <i>Magna Cum Laude</i> .	
Portfolio	Portfolio of published articles and academic research available online at bullrunmountain.org/christi .	
