

Joan-Marie Moss  
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<http://www.CreativeOptions.com>

## PROFILE

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Communications Professional: proven abilities in both Internet and traditional media with skills ranging from conceptualization, to development, writing, editing, graphics and management of projects. Technology savvy leader with a track record of effective development of b2b, b2c and internal communication products that support and enhance the corporate image of professionals and businesses. Seeking freelance writing and editing opportunities.

## JOAN-MARIE MOSS & ASSOCIATES, LTD.

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### CERTIFICATIONS

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CCR: 482R2 / DUNS 783565146

Female-Owned & Operated Corporation in New Mexico, Arizona and Illinois

### Technical & Business Communications Projects

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- Co-Author resource book for Chicago entrepreneurs
- Reporter and contributing author for media distribution, trade magazines, newspapers, newsletters
- Ghost writer and copyeditor for publication:
  - marketing
  - Popular consumption: parental advice on thumbsucking, travel advice, dyslexia and real estate, music instruction, career advisories (real estate and conservation/ecology)
- Project Management
  - Writers' group anthology and calendars
  - Historic research, documentation and placement of properties on National Registry of Historic Places, ,
  - Scripting for promotional video
  - Coordination of condominium association re-structuring and development of operational procedures manual
- Developed, maintained and copyedited technical and user manuals for online and traditional print for use in automotive engineering and medical industries
- Web Design, Construction, Maintenance
  - <http://www.CreativeOptions.com>
  - <http://www.creativeoptions.com/Blog>
  - <http://www.shsparish.org>
  - <http://www.dlgfsi.com> & <http://www.dlgfurniture.com>
  - <http://www.Joan-Marie.com>
  - <http://www.jyohe.com>
  - <http://www.BarryFeig.com>

### FORMATS & STYLE GUIDES

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AP Stylebook, Chicago Manual of Style, Microsoft Manual of Style for Technical Publications, and various other house styles

### EDUCATION

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Ottawa University, B.A. in Business Communications

Focused Coursework: technical & business writing, management, public relations, marketing, negotiations, psychology, real estate