

theresa hernandez

Freelance Writer & Editor

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SUMMARY OF QUALIFICATIONS

// Over 25 years of writing, editing, layout design, and formatting experience over a broad range of genres and subject matter for government, corporate, and public audiences. Experience includes marketing and sales materials, newsletters, corporate correspondence, grant proposals, technical proposals, book and movie reviews, blog posts, and several published books, all under tight deadlines.

EXPERTISE

WRITING + Contributed to winning proposals with a combined total of more than \$200M USD. Author of two published novels. Original content for marketing collateral, correspondence to shareholders, corporate bios, project plans, press releases, blogs, newsletters, marketing emails, and author interviews.

EDITING + Provided content and copy editing for over 100 technical and business proposals, project documentation, marketing collateral, correspondence, newsletters, email, websites, and five books. Experienced in both micro and macro editing. Thorough copy and content editor and proofreader. Knowledgeable with Chicago and AP styles.

LAYOUT DESIGN & FORMATTING + Experienced with layout design and formatting for newsletters, marketing collateral, proposals, corporate bios, blogs, resumes, brochures, and both ebook and print formats of fiction and non-fiction.

SUBJECT MATTER EXPERTISE + Biometrics and identity management, law enforcement technology, construction, project management (PMI, PRINCE2 and HERMES), training, support and maintenance, Internet of Things (IoT), Southern California living, book and movie reviews, electric car ownership, and fiction writing.

SOFTWARE SKILLS

MS Office	●	●	●	●	●	●
Photoshop	●	●	●	●	●	○
MS Project	●	●	●	●	●	○
WordPress	●	●	●	●	○	○
One Note	●	●	●	●	○	○
PMAPS	●	●	●	○	○	○
Illustrator	●	●	●	○	○	○

EMPLOYERS & CLIENTS

- 3M
- Authors
 - Jennifer DiGiovanni
 - Karole Cozzo
 - Anya Monroe
 - Kayla Howarth
 - Ernie Hernandez
- ImageWare Systems
- TriTech Software Systems
- Coded Communications
- U.S. Public Technologies

EDUCATION & TRAINING

- 2001 + **Tom Sant**
One-week training on writing persuasive business proposals
- 1998-1999 + **University of Phoenix**
Coursework toward BS in Business Administration/IT
- 1982-1989 + **Mesa/Grossmont Colleges**
Coursework in English, accounting, general education, and fine arts

WORK HISTORY

2011-2015
3M Cogent
Proposal Writer

1998-2004
TriTech Software Systems
Proposal Writer/Editor/Manager

1995-1997
U.S. Public Technologies, Inc.
Senior Project Manager/Regional Manager

2014-Present
Freelance
Writer and Editor

2004-2010
ImageWare Systems, Inc.
Proposal Writer/Editor/Manager

1997-1998
Coded Communications
Senior Project Manager