

Contact

626.610.3265 (Work)
grace.hall@rpwmail.com

www.linkedin.com/in/hallgrace
(LinkedIn)

www.resumeprofessionalwriters.com/
(Company)

Top Skills

Proofreading

Editing

Copy Editing

Languages

English (Native or Bilingual)

Honors-Awards

2013 Annual Top Performer (Copy Editor)

Job Well Done Award

Top Performer (Writer) of the month

Top Performer (Writer) for Q1 of 2010

Writer with zero refund for the Q1 of 2011

Grace Hall

Writer | Copy Editor at Resume Professional Writers
Thousand Oaks

Summary

As a senior writer and copy editor with more than 12 years of experience, I have acquired and honed astute leadership, writing, and customer service skills. I also have the ability to thrive in constantly changing environments that require me to deal with people with different cultures and backgrounds. However, what further separates me from the rest is my work ethic, for I am a professional who exemplifies a strong commitment to performance excellence and utmost quality of service.

Experience

Resume Professional Writers

14 years 3 months

Writer | Senior Copy Editor

May 2010 - Present (10 years 9 months)

Torrance, CA

Drafting of various kinds of documents, including biography, statement of purpose, cover letter, opening statement, LinkedIn profile, essay, ECQs, KSAs, and others

Fulfillment of proofreading tasks with a high degree of accuracy, eye for consistency, and attention to detail

Keen checking of resumes and other format documents to ensure that they are well-written and logically structured to ensure adherence to house style and company, industry, and client standards

Evaluation of different materials for the correction of grammar and spelling while checking facts and raising queries with the author

Close coordination with the team in completing all assigned tasks

Oversight of quality standards by researching and answering questions related to grammar, usage, and style and by keeping staff up-to-date on standards, changes, specifications, and usage/grammar issues that affect the quality and accuracy of projects

Accomplishment of diverse tasks as necessary

Resume Writer

November 2006 - February 2012 (5 years 4 months)

Torrance, CA

Writing resumes, cover letters, thank you letters, and reference sheets for Resume Professional Writer clients

Consistently responding in a timely and professional fashion to client questions, comments, and concerns regarding the development of their resume and/or professional documents

Ability to effectively communicate without actual conversations, working with clients through a written revisions process

Responsibility in managing a queue of clients and being able to reliably meet timeline and quality expectations set forth

Some of my client testimonials include:

I am extremely happy with the services that you provided me. You did an excellent job updating my format and getting all my edits into the document with high accuracy. I would certainly use this service again and would recommend it to my peers, friends, etc. Please feel free to pass this message onto your supervisor. – Kevin

It has been a few weeks since I have finalized my resume with Grace Hall from Professional Resume Writers. I have sent it off my resume and within a few weeks I have had job interviews that look very promising. The cover letter and the resume are clean looking, concise, and highlights all the important aspects of my career. I highly recommend this service. - Rachel

Grace was an absolute dear to work with, prompt and her guidance was explainable and accurate. Thanks very much for the insight. - Michael

I had Grace Hall as my resume writer! She did a very good job and was very professional. She would edit my resume very quickly and send it right back to me. Very kind individual. Will definitely use her in the future if ever need a new resume. Thanks so much. - Jennifer

Grace Hall was amazing. Smart, professional, and quick...At first I really did not understand how my current resume could be improved, but she showed me otherwise and I am forever thankful. I have already recommended her services to two other people and will continue to do so. - Robert

Freelance

Online Writer

2001 - 2011 (10 years)

Thousand Oaks, CA

Writing and contributing articles to ezines and journals on the web and sending them to publishers for online publishing

Coordination with other writers and team members online toward the successful completion of assigned tasks

Application of skills in researching, writing, and editing web and intranet content from scratch; writing titles, content for meta keyword and description tags, and web content based on material supplied by client or employer; as well as editing print documents for publication online and editing web pages for on-screen readability

Keen proofreading of final drafts of web pages

Continuous expansion of skills and keeping abreast of new developments in writing techniques

Small World Books

Clerk (Part-Time)

1998 - 2001 (3 years)

Venice, CA

Education

Bachelor of Arts

Journalism and Mass Communications

