

ASHLEY SALTER

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PROFILE

Writer and Editor

Accomplished writer, editor, researcher, and educator. Over 15 years experience including newspaper journalism, literary editing, scholarly publishing, content writing, and business correspondence. Eight years experience teaching and mentoring other writers. Capable interviewer, researcher, and fact-checker.

Writing • Editing • Research • Résumés • Cover Letters • Press Releases • Blog Posts • Articles • Creative Writing • Business Writing • Technical Writing • Interviewing • Fact-checking • Fiction Editing • Nonfiction Editing • Academic Writing • Scholarly Publications • Ghostwriting

PROFESSIONAL EXPERIENCE

Freelance Writer and Editor

Denton, TX/Houston, TX

October 2006 to present

Prepare résumés and curriculum vitae. Compose business letters and cover letters. Write press releases and web content. Edit scholarly articles, dissertations, and other manuscripts.

Department Chair / Instructor, Department of English

Alvin Community College, Alvin, TX

August 2009 to January 2014

Taught English courses, designed English curriculum, and supervised other English instructors.

Teaching Fellow, Departments of English and Technical Communication

University of North Texas, Denton, TX

August 2006 to August 2009

Taught composition, technical writing, business writing, and American literature.

Production Assistant

Studies in the Novel, Denton, TX

September 2008 to August 2009

Edited scholarly articles and book reviews for clarity, mechanics, MLA style, and the journal's style exceptions. Managed subscriber list and mailings.

Administrative Assistant to the Director of the Writing Center

University of Houston-Clear Lake, Houston, TX

June 2005 to July 2006

Assisted the Director of the Writing Center. Supervised and assisted writing tutors. Trained and supervised receptionists. Wrote and designed employee handbook.

Editorial Staff

Marrow, Houston, TX

February 2005 to May 2006

As part of an editorial team, selected scholarly articles, nonfiction essays, and fiction for a local literary journal. Assisted editor with copy editing and proofreading.

Writing Tutor

Lee College, Baytown, TX

January 2004 to July 2004

Explained grammar and mechanics concepts. Introduced strategies for brainstorming, revising, and proofreading.

Features Editor / Staff Writer

University Press, Lamar University, Beaumont, TX

August 1999 to May 2000

Wrote news and feature articles. Conducted phone and face-to-face interviews. Contributed to layout and design of paper. Edited copy for accuracy, clarity, grammar, and journalistic style.

Research Assistant, Department of Communication

Lamar University, Beaumont, TX

September 1999 to February 2000

Searched databases, microfilm, and newspapers for articles and video segments. Identified and coded statements for content analysis.

EDUCATION

University of North Texas, Denton, TX

Master of Arts in English, May 2012

University of Houston—Clear Lake, Houston, TX

Master of Arts in Literature, August 2006

Lamar University, Beaumont, TX

Bachelor of Science in Communication, May 2000