

# REBECCA McLAFFERTY

## Freelance Writer/Editor

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https://www.facebook.com/coffeewithgirlfriends (Fill My Cup, Lord, blog)

### **Objective and Summary of Qualifications:**

Retired confidential/executive secretary desires freelance writing/editing work. Skills: writing, research, computer, persistence, accountability, creativity, attention to details, organization; Executive Secretary/Administrative Assistant with human resources, legal, municipal, and educational entities; Associate of Business Management Degree. Bachelor of Science in English/Creative Writing (2023).

**Writing:** 30+ years publishing press releases (work and personal), transcribe from recordings or live meetings; editing, writing, publication of meeting minutes, business and technical writing. Analyze and resolve issues to satisfaction of client. Author of three (self-published) books, articles, and devotions. Weekly blog contributor. Proficient with Microsoft Word, Excel, Publisher, PowerPoint, and social media.

**Editing:** Content, development, and proofreading (legal briefs, brochures, reports, correspondence, articles, stories), novellas, memoirs, fiction novels.

### **Employment History:**

#### **Author/Freelance Editor, 2017-Present**

Published two fiction novels and one devotion book; edited 19 novellas; analyze content and communicate issues solutions to author;

#### **Secretary to Superintendent of Schools/Board of Education – July 2008 – June 2017 (Retired)**

#### **Secretary to Director of Human Resources – March 2000 – June 2008**

Manitowoc Public School District, Manitowoc, Wisconsin

#### **Program Assistant, Multi-Cultural Services – September 1997 to July 1998**

University of Wisconsin-Platteville, Platteville, Wisconsin

#### **Legal Secretary – June 1995 to August 1997**

Kopp, McKichan, Geyer and Skemp, Platteville, Wisconsin

#### **Executive Secretary to City Manager/Tax Assessor – November 1990 to May 1995 and Police Department Clerk/Traffic Enforcement Officer—1985 to 1986—City of St. Ignace, Michigan**

**Legal Secretary—1986 to 1990**, Brown and Brown Law Office, St. Ignace, Michigan

#### **Secretary to City Tax Assessor—1982-1983 and Office Assistant to City Clerk—1980 to 1982—City of Sault Ste. Marie, Michigan**

### **Awards and Current Memberships:**

Andrew Jackson University – Henry Huddleston Rogers Business Award  
Liberty University—Magna Cum Laude  
Member - American Christian Fiction Writers; Crossway Communicators  
Co-founder and member - Pens of Praise Christian Writers (16 years)

## TOPICS OF INTERESTS (AND EXPERIENCE)

### **Civic:**

- \* Community involvement (jobs/ church/hobbies or personal interest)
- \* Volunteer (summer camps for disabled adults, vendor stands, youth events, fundraisers)
- \* Public service (lifetime of employment)
- \* Christian-focused work

### **Writing-Related/Education:**

- \* Blogging (weekly contributor – inspiration/encouragement; personal blog – informative/ book reviews)
- \* Writing (self-improvement/blog posts/club agenda/prompts)
- \* Reading (fiction/self-help/ cooking/informative/inspiration and devotions)
- \* Education: adult college student; taught enrichment classes (cake decorating/bread baking)

### **Rural Life:**

- \* Hobby farm (previous owner)
- \* Pets/Animals/Alpacas (owned)
- \* Country life
- \* Entrepreneurship (owned hobby farm with store, Christmas trees, crops, family-operated motel)
- \* Sold jams/jellies (licensed)
- \* Hosted public events (writers' conferences, educational, i.e. National Alpaca Day, etc.)

### **Broad Scale:**

- \* Retirement
- \* Relationships
- \* Travel-International/U.S.
- \* Military Life (husband-8 years)
- \* Relocating (dozens of moves)
- \* Homeowner (buying/selling/for sale by owner)
- \* Literature—all genres