

Victoria M Munn

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OBJECTIVE To obtain a position with your company.

SUMMARY Freelance writer with years of experience writing non fiction articles and web copy - using both Windows and Mac computers, as well as many different types of software. Graphic designer with experience designing on both platforms, for web and print. Also experienced with customer service and other office functions.

Software:

Adobe Photoshop, Illustrator and Acrobat, Quark Xpress, Macromedia Dreamweaver, Microsoft Office suite, various web browsers, coding in straight HTML.

EXPERIENCE **Freelance Writer**
Glenmont, NY
From 2005 to present

- Freelance content writer for various web sites
- Article writer for newsletters and local magazines, as well as online sites
- Please see my portfolio at <http://www.writinggirl.com>

Administrative Assistant

The Research Foundation of SUNY, Rensselaer, NY
From 2003 to 2004

- Responsible for creating and maintaining Distance Learning database, as well as maintaining state distance learning database.
- Video production assistant duties, including graphics, video editing with Adobe Premier, and teleprompter.

Customer Service Representative

Uniprise, Albany, NY
From 2000 to 2001

- Responsible for answering high volume phone calls at a health insurance company.
- Paid medical insurance claims and worked with Flexible Spending Accounts.

EDUCATION **Bachelor of Arts**
Empire State College, Saratoga Springs, NY

- 15 credits from graduation with degree in Psychology (minor in English).