



ELLEN BRADLEY

CONTENT AND COMMUNICATIONS
PROFESSIONAL

PROFILE

Turning thoughts into power.

Experienced and creative content and communications consultant ready to help you elevate your ideas and take them to your audience. What makes me unique? My vast life experience and the variety of people with whom I've effectively communicated amplify my writing, editing, and speaking skills. As part of your team, I bring knowledge, depth, and versatility.

Skills that Work for You:

Diverse knowledgebase, including law, education, marketing, publishing, and technology.
Adept researcher on any topic.
Skilled research and writing organizer/planner.
Efficient and professional presentation.

CONTACT

PHONE:
770-402-8519

LINKEDIN:
<https://www.linkedin.com/in/ellen-bradley-97604061/>

EMAIL:
ELB1266@gmail.com

HOBBIES

Fore!
Maine Outdoor Woman
Fiber Artist
Dog Enthusiast

EDUCATION

University of Illinois, Urbana-Champaign, IL

1985-1989

Bachelor of Arts – English

Bachelor of Art – Rhetoric

Minor Concentrations fulfilled: Speech Communications, History, Political Science, and Education

Edmund James Scholar for Undergraduate Honors

Honorable Mention University Fiction Writing Contest, 1988

Santa Clara University School of Law, Santa Clara, CA

1990- 1991

Paralegal Studies program

Dean's List

William Rainey Harper College

1993

Graduate Certification in Legal Technology

Dean's List

University of North Carolina at Charlotte

2006-2008

Graduate Certificate in Middle Grades Language Arts and Social Studies Education

Dean's List

Highly Qualified designation for North Carolina Teaching License based on Praxis professional exam scores.

WORK EXPERIENCE

Content and Communications Consultant

2012 – Present

Craft non-fiction and fiction content for books, websites, newsletters, press communiques, and various publication formats.

Edit and prepare for publication works created by other authors.

Write for hire portions of non-fiction books.

Represent clients as part of tradeshow working teams.

Library Director, Turner Public Library

February 2016 – Present

Provide patron services in circulation, reference, and technical assistance.

Manage fundraising efforts to support library.

Manage annual operating budget.

Craft and submit articles and press releases to news outlets.

Craft and disseminate patron communications.

Develop, plan, and participate in library programming.

Represent library at local events and programs.

Maintenance of technical equipment, software, and applications.

Oversight of library website and social media platform.

Management of library collections.

Perform minor routine maintenance of facilities and equipment.

Teacher, South Charlotte Middle School

2008-2012 academic years

Content leader – 7th grade Language Arts

High Growth instructor designation

Single gender instruction leader – 7th grade

Presenter – North Carolina Middle School Association annual conference (2011)

The Peace of Yarn, Charlotte and Matthews, North Carolina

2004-2006

Retail yarn sales, service, and instruction.

Randolph-Griffin, Inc., Bonita Springs, Florida

2000-2002

Director of legal affairs and human resources

Residential and commercial property development and management.

Fischer International Systems, Inc., Naples, Florida

1998-2000

Contracts administrator and human resources director

Development, sales, and service of robust messaging solutions.

Richmond and Associates, Ltd., Leeds, England.

1997

Legal Assistant – property conveyance and estate planning

Advantest America, inc., Buffalo Grove, Illinois

1992-1996

Legal Assistant – corporate compliance, immigration, and import/export

Reynolds, Roux, Price, & Casas, Los Altos, California

1990-1992

Legal assistant – estate planning, charitable remainder trusts, estate and real property litigation, tax litigation