

Ellen L. Bradley

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Experience

Assistant Director, Turner Public Library

February 2016 – Present

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

Assist with fundraising efforts to support library.

Provide input for 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 including PCs, laptops, and mobile devices.

Maintenance of library website and social media platform.

Assist with acquisition and maintenance of library collections.

Perform minor routine maintenance of facilities and equipment as needed.

Freelance Writer and Editor

2012 – Present

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

Edit and prepare for publication works created by other authors.

Knowledgeable on a variety of topic including law, education, and technology.

Adept researcher on any given topic.

Skilled research and writing organizer/planner.

Efficient and professional presentation of work product.

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

Education

University of North Carolina at Charlotte

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.

William Rainey Harper College

1993 Graduate Certification in Legal Technology

Dean's List

Santa Clara University School of Law

1991 Paralegal Studies program

Dean's List

University of Illinois at Urbana-Champaign

1989 Bachelor of Arts in English

1989 Bachelor of Arts in Rhetoric

Edmund James Scholar

Various Professional Development Programs

Details upon request

Volunteer Experience

Labrador Friends of the South, Cumming, Georgia

Foster for dogs in need of temporary care

South Charlotte Middle School, Charlotte, North Carolina

School Improvement Committee Parent Representative

Matthews Little League Baseball, Matthews, North Carolina

League President, Uniform Chair, Playoffs Scorekeeping Chair

McKee Road Elementary School, Matthews, North Carolina

School Improvement Committee Parent Representative

Bonita Springs Charter School, Bonita Springs, Florida

Public Relations Chair, Library Fundraising Committee, Celebration of Learning Chair, Principal's Advisory Committee, Character Day Volunteer, Classroom Volunteer