
VICTORIA HARRIS

victoriaharriswrites@gmail.com 

www.victoriaharriswrites.com 

Professional writer and editor seeking opportunities to further my technical, creative, and critical abilities

To view my portfolio and obtain additional information, please visit victoriaharriswrites.com

WRITER AND EDITOR

QUALIFICATIONS

Experience in editing both small- and large-scale projects for international corporations

Experience in editing and proofreading individualized freelance projects

Published author in two local Minnesota publications

Successful intern in a professional Minnesota publishing firm

SKILLS

Expertise using and training others in Microsoft Office Suite, Adobe Creative Suite (particularly InDesign and Illustrator), Gimp, Macintosh and Windows operating systems, standard office equipment

Ability to work on multiple projects with ease

Excellent communication and collaboration skills

Managerial experience and training

A never-ending desire to learn and insatiable curiosity

REFERENCES

Available upon request

EXPERIENCE

WILSON LEARNING CORPORATION, Edina, MN

Editor, 2014 – present

- Edit client curriculum to ensure cohesion, clarity, and readability
- Internally prepare edited materials for production
- Serve as main file archivist globally
- Review and revise existing client content for publication
- Work extensively with printers to guarantee quality and consistency in printed material

OATI, Minneapolis, MN

Manager, Sales Support, 2013 – 2014

- Managed and directed Sales Support/Request for Proposal team
- Edited, proofread, and reviewed all Sales Support documents, Requests for Proposals, and sales documentation

Executive Assistant II, Sales, 2011 – 2013

- Prepared, coordinated, and formatted Requests for Proposals for clarity and cohesion
- Served as Administrator for internal sales software, and created User Guide documentation for said software

REDLEAF PRESS, Little Canada, MN

Editorial Assistant, 2010 – 2011

- Assisted in publishing development by logging, reading, and evaluating selected proposals and manuscripts
- Helped identify potential authors through research
- Assisted in preparation of final manuscripts for production transmittal
- Participated in interior design and cover design reviews

EDUCATION

University of Minnesota

Bachelor of Arts in English Literature - 2011

Cumulative 3.78/4.0 GPA