

Catherine Groves

Freelance Writer, Copywriter & Editor

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**Position Sought:** Freelance Writer, Copywriter, Editor or Proofreader

**Education:** Summa Cum Laude BA in Religious/Social Studies, 1975, Wagner College

## **Career Summary:**

- 2004-2009    Freelance Writer, Copywriter, Editor and Proofreader  
I am privileged to serve both agencies and the private sector as an independent freelancer. My clients include the prestigious marketing agency Ritta & Associates, where I create copy and proof for accounts such as BMW and Samsung; and Peoples Education™, a publisher of assessment-based K-12 educational material.
- 1988-2009    I developed, publish and edit a not-for-profit periodical, *Christian\*New Age Quarterly*, devoted to interfaith dialog, which has earned an excellent reputation in its field. The skills required to successfully create, promote and maintain such a trade journal are assets applicable to any field of endeavor.
- 2000-2004    Senior Copywriter, Darcey & Darcey Advertising and Marketing  
As Senior Copywriter for this advertising and marketing agency, my responsibilities included the creation of ad campaigns, new product development and composing copy for a full range of promotional material, such as print ads, brochures, newsletters, direct mail pieces, websites, radio announcements and multimedia presentations. My extensive editing and proofing skills, as well as my strong command of English and grammar, placed me at the center of most projects. Meeting with clients and writing the more sensitive, challenging correspondence also fell within the scope of my position.
- 1999-2000    Administrative Assistant, Above & Beyond  
Within this shared office facility/virtual office, I coordinated networked computers; researched and negotiated terms vis-à-vis our block buying power; served clients such as columnist/lecturer Steve Adubato; extensive email, online and telephone communications.
- 1996-1999    Assistant to Sales Representative, Metro Marketing Group  
Responsibilities involved customer service to buyers in national retail chains, including Linens 'n Things, Toys R Us and Bed, Bath & Beyond; handling vendor orders; problem-solving/negotiating ship date extensions, misshipments and other vendor mishaps; polishing professional correspondence; extensive email, fax, hardcopy and telephone communications.
- 1993-1996    Church Secretary, First Baptist Church of Montclair  
Responsible for streamlining office procedures; coordinating and updating membership lists; recording pledges and offerings; composing correspondence; producing monthly church newsletters and weekly bulletins; and expediting the work of numerous committees.
- 1983-1993    In the years devoted to raising my children, I developed a successful reputation as an author, with approximately fifty (currently over a hundred) articles/essays published by such journals as *The Small Press Review*, *Lutheran Partners*, *Word & World* and *The Church Herald*. I am listed in various "Who's Who" directories, have been interviewed on occasion, and am often called upon for book endorsements.
- 1975-1983    Office manager/secretarial positions requiring coordination of data, excellent communication skills, and flexible approaches to problem-solving.