

Kaycee Phelps

Freelance Book Editor

Student at Southern New Hampshire University Pursuing a Bachelors in English

Creative Writing with a Concentration in Fiction

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San Antonio, Texas

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EXPERIENCE

Freelance Editing - Book Editor

January 2024 - current

Bookends Editing - Volunteer Book Editor Assistant

September 2023 - current

Valley Urologic Associates, Arizona — Call Center Representative

2018 - 2021

Consistently answering and speaking to patients, Typing, Communicating with patients, co-workers, nurses, and Doctors, assisting the medical records department, assisting the managers with medical record needs, scheduling, and sending messages regarding patients.

EDUCATION

Southern New Hampshire University, New Hampshire — Bachelors in English and Creative Writing with a Concentration in Fiction

October 2021 - Present

Pursuing an Undergraduate degree and later wanting to continue to a Graduates Degree if possible.

Robert E Lee High School, Texas — *Diploma*

August 2014 - May 2018

Graduated High School

SKILLS

Book Editing

Developmental Editing

Copy Editing

Communication

Critical Thinking

Typing

Understanding of Medical Terms

Organizational Skills

AWARDS

International English Honor
Society Sigma Tau Delta - 2023

Presidents List Winter Term 2023

Presidents List Fall Term 2023

National Society Of Leadership
and Success Member - 2022

Honor Roll (7X) for full-time
students with SNHU

LANGUAGES

American Sign Language (I know
some and I'm learning more
actively)

Projects:

- With The Wand In The Library by Lia Davis, L.A. Boruff & Lacey Carter - September 2023
- Escaping the Darkness by Georgia Wells & Cora Masters - September 2023
- Sacred Love By Destiny Phillips - January 2024
- Promised Love By Destiny Phillip - September 2024