



MICHELLE  
LEWIS

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## PROFESSIONAL SUMMARY

Meticulous Writer/Screenwriter with 5+ years of experience proofreading, marking and correcting documents to foster accuracy. Reviews documents and leverages strong command of language and grammar to identify and resolve proofs and documents.

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical and detail-oriented. I am a two-time published author of children's books.

## SKILLS

- Content creation
- Document editing
- Team work
- Time management
- Reliability
- Detail Orientation
- Excellent Writing Skills
- Exceptional Attention To Detail
- Proficient typing skills

## EXPERIENCE

Writer  
Self | Marriottsville, Maryland

October 2018 - Current

- Managed creative process and daily workflow using productive planning, self-motivation and prioritization.
- Proofread scripts for fellow screenwriters, pointing out errors, syntax, factual details.
- Completed work to project specifications in accordance with editorial guidelines.
- Created and presented drafts and ideas to clients for review.
- Edited and submitted copy to supervisor for approval.
- Created error-free, professional copy with writing, proofreading and editing abilities.
- Developed engaging, interesting stories with strong characterization, plots and themes.
- Revised written material, incorporating technical feedback and creative changes.
- Accomplished deadlines through planning and diligent work on assignments.

Proofreader  
Self | Marriottsville, Maryland

October 2018 - Current

- Completed basic fact-checking of editorial content.
- Met deadlines consistently by completing fast, accurate proofing work.
- Organized successful proofreading for documents of different sizes and target audiences.
- Corrected grammatical, typographical, or compositional errors in original copy.
- Compared multiple documents or document versions to identify and correct discrepancies and errors.
- Reviewed and verified data accuracy for financial documents and transactions.
- Facilitated page layout, measuring dimensions and spacing to achieve correct typesetting parameters.
- Produced highest quality of work within designated time frame.

## EDUCATION

Bachelor of Arts (B.A.) - Creative Writing and English w/ Con. in Fiction

April 2024

Southern New Hampshire University, NH

Currently a Junior at Southern New Hampshire University. I am currently on the Dean's List, President's List, and Honor Roll. I am a member of Phi Theta Cappa, an international academic honor society. I am also a member of the National Society of Leadership and Success.

N/A - Criminal Justice

Carroll Community College, Westminster, MD

N/A - American Sign Language

Carolina University, NC

## AWARDS

- Vancouver Movie Awards 2022 Best Unproduced Script: Semi-Finalist
- Chicago Indie Film Awards 2022: Best Horror; Official Selection
- Frights, Camera, Action Screenplay Contest 2022; Best Feature Screenplay; Honorable Mention
- Hollywood Blood Horror Festival 2022: Best Original Screenplay; Award Winner
- Hollywood Script Awards 2022; Best Feature; Honorable Mention
- Focus International Film Festival 2022; Best Feature Screenplay: Award Winner
- International Horror Hotel 2022; Best Feature Script: Award Winner
- Florida Shorts Film Festival; Best Micro Short/Unproduced Script: Semi-Finalist
- Accord Cine-Fest 2021; Best Short Script: Finalist
- Cosmic Film Festival 2021; Best Short Screenplay: Finalist
- 4th Dimension Independent Film Festival 2021; Best Short Script: Finalist
- Monthly Indie Shorts 2021; Comedy Short: Award Winner
- Best Script Awards 2021; Best Super Short Script: Semi-Finalist
- Gladiator Film Festival 2021; Films From All Categories: Award Winner
- Hollywood International Moving Pictures Film Fest 2019; Best Screenplay-Short: Award Winner
- Los Angeles Television, Script, and Film Festival 2019; Best Short Screenplay: Award Winner
- Hollywood International Moving Pictures Film Festival 2019; Best Short Screenplay: Award Winner
- South Carolina Underground Film Festival 2019; Best Short Screenplay: Finalist
- God, Country, and Family Christian Film Festival 2018; Best Short Screenplay Competition: Finalist