

LEAH M. HOBBS

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www.godshaken.com

OBJECTIVE To establish a career as a published author

QUALIFICATIONS

- Excellent written communication and research skills
- Knowledge of Adobe CS Suite, Final Cut Pro, LiveType, Motion, and Microsoft Office Suite
- Ability to attend to multiple tasks swiftly while working independently or in team environment

EDUCATION

Master of Arts, Journalism, Regent University, Virginia Beach, Virginia, 2009

Bachelor of Arts, History, University of Richmond, Richmond, Virginia, 2005

2nd Year Graduate, Faith Landmarks Bible Institute, Richmond, Virginia, 2005

EXPERIENCE

Editorial Assistant, Kingdom Publishing Group Inc., Richmond, Virginia, 2009-present

Review and edit manuscripts. Create book layouts. Maintain company websites. Create websites for clients.

Tennis Coach, U-TURN Incorporated, Richmond, Virginia, 1998-2001, 2009

Coach youth in summer sports camps. Assist with facilities maintenance. Assist with tennis drills for youth and with group bible studies.

Cashier, Dick's Sporting Goods, Richmond, Virginia, 2008-2009

Greet, assist, and check out customers. Maintain register area and answer phones. Assist other departments.

Copywriter, Capital One Financial Services, Richmond, Virginia, 2008

Write copy for transactional or commercial emails, providing information to the customer or cross-selling products across various lines of business within the financial corporation.

Technical Editor, Capital One Financial Services, Richmond, Virginia, 2007-2008

Edit new merchant services and payroll products for small businesses, including, direct mail, email, websites, kits, and statement inserts.

Lead Coordinating Administrative Assistant, Faith Landmarks Ministries, Richmond, Virginia, 2007

Assist with administrative responsibilities in coordinating over 100 departments and structural reorganization.

Multimedia Assistant, Faith Landmarks Ministries, Richmond, Virginia, 2003-2007

Managing editor and writer of quarterly magazine. Writer for monthly church bulletin. Write 30 and 60 second spot scripts for television broadcast commercials. Write back covers for books and audio/video series.

Ghostwrite, edit and proof publications, such as brochures, letters and mailers for church and school advertisements. Maintain content for 2 websites. Photograph and film international crusades and special church events. Manage television broadcast schedules. Operate camera for film shoots. Minor video editing.

Facilities Administrative Assistant, Faith Landmarks Ministries, Richmond, Virginia, 2001-2003

Manage schedules of ten employees. Prepare reports and summaries of expenses and departmental issues.

FREELANCE EXPERIENCE, 2008-present

Video editing, website creation, photography, copyediting, and other creatives for clients.

REFERENCES

Available upon request