

Yvonne M. Perry

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FREE-LANCE WRITER & EDITOR

Published author and successful free-lance writer and copyeditor available for contract assignments. Skilled in ghostwriting, editing and formatting for books, articles, media releases, bios, résumés, newsletters, and marketing pieces.

Personal Profile

A motivated, self-directed professional writer and editor. An excellent business manager with exceptional organizational skills and outstanding communication strengths. An excellent time manager with marketing and networking experience.

- Ghostwriter
- Book Shepherd
- Copyeditor & Proofreader
- Published Author
- Newsletter Publisher
- Business Owner
- Public Speaker
- Podcast Producer

PROFESSIONAL EXPERIENCE

Freelance Writer, October 2003 - Present

Writers in the Sky Creative Writing Services, Nashville, Tennessee

Published author and free-lance writer responsible for producing documents and providing editing for projects requested by individuals and businesses. A business owner managing a team of sub-contracted writers. Personal writing expertise includes: biographies, books on education, self-help, health, spirituality; newspaper and magazine articles, résumés, Web text, and business documents. Exceptional communication skills and networking capabilities. Proficient in Microsoft applications.

Highlights

- ✓ **Newsletter Publication:** Writers in the Sky - a monthly newsletter providing articles and information about the business and craft of writing. Published by Writers in the Sky Creative Writing Services via Yvonne Perry.
- ✓ **Podcast:** Writers in the Sky – an extension of the newsletter to include recorded interviews with publishers, publicists, and authors Yvonne and her team have assisted. Yvonne has made guest appearances on other radio shows and teleclasses.
- ✓ **Blog:** Writers in the Sky – an additional resource for information about writing, publishing and book marketing. Published by Writers in the Sky Creative Writing Services
- ✓ **Mentoring:** Shepherding authors and supervising a team of freelance writers by providing leads, conducting marketing strategies and facilitating educational meetings.
- ✓ **Published Works:** Assisted with writing or editing the following books:
 - Angela Grett - *My Mother is Bipolar, So What Am I?* Booksurge, 2006.
 - Carl David – *Bader Field*. Nightengale Press, 2008.
 - Carl Person – *A Career In Law Is The Smart Way*. Self-published in 2004.

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- Damion Lupo – *Maverick Mistakes in Real Estate*. Denali Media Group, 2004.
- Dr. Eric Scott Kaplan – *Dying to Be Young*. Nightengale Press, 2006.
- Dr. Mark Hinkes – *Keep the Legs You Stand On*. Nightengale Press, 2009.
- Frances Hoffman – *Lightfoot and Little Feather*. Lulu, 2004.
- Rev. Cherise Thorne – *The Blessing of Liberation*. Booksurge, 2006.
- Timothy Stewart – *Positive Force*. Nightengale Press, 2008.
- Yvonne Perry – *The Sid Series*. Write On! Publishing, 2005.
- Yvonne Perry – *Email Episodes*. Write On! Publishing, 2004.
- Yvonne Perry – *More Than Meets The Eye, True Stories About Death, Dying and Afterlife*. Booksurge, 2005.
- Yvonne Perry – *Right to Recover Winning the Political and Religious Wars over Stem Cell Research in America*. Nightengale Press, 2007.
- Yvonne Perry – *Book Marketing in the Digital Age, Online Promotion Made Easy*. Write On! Publishing, 2008.

Administrative Assistant, May 2000 – March 2004
American Standard Business Services -Nashville, Tennessee

Administrative Assistant to National Marketing Director of Sales and Operations in the Financial Services Department. Providing administrative support to five outside sales representatives, four inside sales reps, and five managers. Responsible for generating detailed reports, using Word, Excel and Access, creating PowerPoint presentations, email and written correspondence, coordinated mailings, planning and scheduling activities, and multi-tasking general administrative duties to meet deadlines. Phone duties to assist clients with questions related to financing programs. Member of company's communications team as writer and editor for company newsletter.

Highlights

- ✓ Served as a member of a fortune 500 company communication team.
- ✓ Staff writer and editor for company newsletter.
- ✓ Worked with Six Sigma team on company project.

Executive Assistant to Mayor, January 1998 - October 1999
Town of Nolensville - Nolensville, Tennessee

Initially part-time as the Administrative Assistant to Planning and Codes Department. Performed general clerical duties. Promoted to a full-time position as Executive Assistant to the Mayor. Duties included but not limited to writing and administration of the Edward Byrne Memorial Grant for Nolensville Drug Task Force, planning and coordinating special Town events, press conferences, press releases and newspaper articles, screening phone calls. Also prepared Mayor's private and public correspondence. Worked with the Historic District Commission, Williamson County Domestic Violence Task Force, Nolensville Art Council, Board of Zoning Appeals, and Town Concept Committee.

Highlights

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- ✓ **Media Relations:** Handled all press releases and mayoral correspondence and wrote articles for *The Nolensville Dispatch*. Served as the Mayor's liaison at county level.
- ✓ **Wrote a proposal** to U. S. Department of Justice for Edward Byrne Memorial Grant to secure funds for Nolensville Drug Task Force and Nolensville Police Department.
- ✓ **Grant Administrator** for Edward Byrne Memorial Grant funds for Nolensville Drug Task Force and Nolensville Police Department.
- ✓ **Business Community:** Organized the start up of the Nolensville Chamber of Commerce and brought it into being.

PROFESSIONAL DEVELOPMENT

Blog Your Way to a Best Seller - How to promote your book, CD, e-book, or just about any other product and build your platform with blogs. National teleconference workshop with Andy Wibbels (author of *Blogwild*) and Suzanne Falter-Barns – 2005

Toastmasters International Communication: Distinguished Toastmaster Award – June 2007; Competent Toastmaster Award – December 2002; Advanced Toastmaster Bronze Award - April 2004; Advanced Toastmaster Silver Award – April 2005; First Place Evaluators Division E Contest 2003.

Toastmasters International Leadership: Competent Leader Award – June 2005; Advanced Leader Award - June 2006; Right Impression Club President 2002-2003; First Class Flyers Club President 2003-2004; Division E Governor 2003-2004; First Class Flyers Club VP of Education 2004-2005; Area 55 Governor 2005-2006.

Nashville Writers Meetup Group

Lieurance Writing Co-op Member

Readers Station Writing Group Member

Ning Group

EDUCATION

Norcross High School Graduate 1977

Chemeketa Community College (3.9 GPA)

American Institute of Holistic Theology Bachelor of Science in Metaphysics 2003.

ACOMPLISHMENTS

Cambridge Who's Who Among Professional Women in Writing and Publishing "Honors Edition" 2007.

American League of Citizens

Provisional Director 2003-2004

Chair Youth Education Committee 2003-2004

Chair High School Essay Contest 2003

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Other Community Work

Campaign Manager for Sarah Moore for 14th District Council

Freelance Writer for TABOR Committee

Donelson-Hermitage Chamber of Commerce Member 2004

Cable Business Women's Network Group 2005-2006

Past co-editor of *The Volunteer Blazon* - District 63 Toastmaster's quarterly magazine