

Experience

CallStreet, a division of FactSet New York, NY
Associate Editor/Publisher, 2008-present

- Edits/ proofreads financial earnings transcripts for national/international businesses
- Provides quality control for Associate Editors' work product

Spokane Dream Center Spokane Valley, WA
Communications Director, 2009-present

- Promotes Behold Jesus! Easter Drama through newspaper, social media, etc.
- Supervises Spokane Dream Center ministries promotion activities

Hollace Writing Services Spokane, WA
Owner, 2004-present

- Creates, edits, and promotes author's own work
- Editing division: provides proofreading and content editing services to clients

Spokane C.O.P.S Spokane, WA
Trainer, 2001-present

- Presentation of personal experience as part of CFMH Training Program
- Creates articles in support of CFMH Program for public education

Spokane Neighborhood Action Programs Spokane, WA
Resident Manager, November 1995-March 2007

- Authored apartment community newsletter and article for presentation to WA State Legislature
- Performed public relations functions including speech writing and tours

Ogden Hall Spokane, WA
Fundraising Campaign Director, 1992-1993

- Promoted project through speaking engagements and designed promotional materials
- Facilitated written and oral communications between staff and volunteers

Dominican Outreach Services Spokane, WA
Grant Writer, 1992

- Assisted grant writer in writing grant proposals
- Researched and summarized materials for grant preparation

Gonzaga University Spokane, WA
Corporate Counsel Legal Intern, 1989-1991

- Drafted and developed contracts and other legal documents
- Organized and wrote instruction manual for computer information system

Education

1991, Gonzaga University School of Law, Juris Doctor, Spokane, WA
1981, Western Washington University, Bachelor of Arts, Major: Business Administration,
English, emphasis; Bellingham, WA

Publications and Exhibitions

Books/Ebooks

Light for the Writer's Soul: 100 devotions by global Christian writers: Armour Publishers
Contributing Author, November 2015

- Author of *A Scribe for the Lord*

Love, Animals and Miracles: New World Library
Contributing Author, November 2015

- Author of *A Princess and a Duke*

Gonzaga Book of Prayer: Gonzaga University
Contributing Author, April 2013

- Author of *Show Me How, Lord prayer*

A Miracle under the Christmas Tree: Harlequin
Contributing Author, October 2012

- Author of *Unfinished Gifts*

And Then What Happened: CreateSpace
Contributing Author, August 2012

- Author of *Meeting Her Deadline & Thankful for You*

Love is a Verb Devotional: Bethany House
Contributing Author, October 2011

- Author of *You Fed Me*

A Book of Miracles: New World Library
Contributing Author, September 2011

- Author of *A Community of Hope*

Faith, Hope and Healing: John Wiley and Sons
Contributing Author, April 2009

- Author of *A Snowy Quest*

SpokeWrite: Journal of Art and Writing: Gray Dog Press
Contributing Author, *Inaugural Edition*, April 2009, *Summer edition*, June 2009, *Winter edition*, Jan 2010

- Author of *Finding Hope in the City*
- Author of *Flying into the Great Unknown*
- Author of *Homeless ≠ Hopeless*

A Cup of Comfort for Military Families: Adams Media
Contributing Author, November, 2008

- Author of *Debt of Honor*

The 7 Steps to Success by the Positive Manager, Ebook

Author, First edition, 2006; Second edition: 2008

- Authored and published e-book on tools for successful leadership and management

Destiny's Promise: Lulu Publishing

Author, 2006

- Authored and self-published women's fiction novel

Mistletoe Madness: Blooming Tree Press

Contributing Author, First Edition, 2004; Second Edition, 2005

- Author of *The Mystery of the Missing Christmas Tree Ornaments*

From Dust to Dust: Inner Peace Publishing

Author, 1985

- Authored and self-published poetry book *From Dust to Dust*

Newspapers/ Newsletters**Good News Northwest Newspaper**

Contributing Author, April 2015, March 2015, February 2014; August 2013; March 2013; February 2013; February 2012; December 2011; February 2011; February 2010; March 2010

- Co-authored, edited article, *A Second Chance*
- Authored article, *We're Going to be Okay*
- Co-authored, edited article, *I Will Never Leave You or Forsake You*
- Co-authored, edited article, *Forever Changed*
- Authored article, *His Name is Jesus*
- Authored article, *Our Call to Excellence*
- Authored article, *Behold Jesus! He offers Freedom*
- Authored article, *In the Steps of Jesus*
- Authored article, *Ready for a Miracle*
- Authored article, *Obedience Brings Life*
- Authored article, *It's Time to Come Home*

Charisma News

Contributing Author, March 29, 2013

- Authored article, *Behold Jesus Drama Outreach Changes Lives*

Spokane Family Magazine

Contributing Author, February/March 2010

- Authored article, *Sharing Her Dream*

Seattle Post-Intelligencer

Blogger, 2008-present

- Created Apartment Living reader blog for P.I. website
- Authors weekly blog entries for national/international audience

Radio

Spokane Talks Online radio show

Talk show guest, July 31, 2015

- Spoke about Spokane C.O.P.S. community policing program

Poetry Moments Project, Radio Free Moscow

Author, 2007

- Authored poem, *Spaghetti*, for audio broadcast

Presentations

Spokeditors

Instructor, April 14, 2015, September, 2014

- Developed and taught a session on *The Art of Development Editing*
- Taught mini-workshop on *Writing and Editing Outside the Box: Developing Your Skills and Building Your Platform*

Idaho Writer's League (IWL), Coeur d'Alene Chapter

Instructor, September 2013

- Developed and taught a session on *Striving for Excellence and the Invisible Editor*

Greenleaf Servant Leadership International Conference

Featured Speaker, June 2012

- Presenting to an international audience; topic: *Giving a Voice to the Voiceless*

More Than Conquerors Writing Workshop

Workshop Creator/Instructor, September/ October 2011

- Developed curriculum and taught a 2 part writing workshop for beginning authors

Idaho Writer's League, State Conference

Instructor, September 2010

- Taught mini-workshop on *Writing Outside the Box: Developing Your Skills and Building Your Platform*

National Association of Baby Boomer Women

Teleseminar Creator/Instructor, September 2010

- Developed and taught teleseminar/webinar on *Pursuing Your Passion*

Society of Children's Book Writers and Illustrators, WashPan Chapter

Instructor, March 2010

- Developed and taught mini-workshop on *Writing Outside the Box: Developing Your Skills and Building Your Platform*

Spokane Authors and Self Publishers

Instructor, October 2009

- Developed and taught session on *Writing Outside the Box: Developing Your Skills and Building Your Platform*.

Washington State Crime Prevention Association Basic Training

Instructor, 2007, 2008, 2009

- Developed and taught session on Crime-Free Multi-Housing Program

Housing Washington Conference

Instructor, September 2006

- Developed script and participated in panel workshop presentation about low-income housing

Spokane C.O.P.S. Crime-Free Multi-Housing Training Program

Instructor, 2001-present

- Developed and taught session based on personal experience with CFMH Program

Recognition and Awards

National Novel Writing Month Winner: 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015

Partnership Service Award: 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012

Who's Who in America: 2012, 2013, 2014, 2015

Professional Affiliations

Washington State Crime Prevention Association, member since 2008

Transitions, Board of Directors Advisory Committee, member since 2008

Freedom Has a Face, Board of Directors, member since 2014

Spokeditors, member since 2014

National Association of Christian Women Entrepreneurs, member since 2015