

# Elaine Payne

elainepayne.com / shamankaloo@yahoo.com

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## EDUCATION and ACHIEVEMENT

- graduated cum laude with a BFA degree in studio art (Central Missouri State University, 1985)
- appeared on Dean's Honor Roll and received honors scholarships (1981–1985)
- earned college English credits through CLEP testing program (CMSU, 1981)
- merited an A in college-level Honors English (1981)
- National Honor Society inductee (1981)
- awarded merit-based scholarship from CMSU Art Department (1981)
- certified in Advertising and Display Art (Joe Herndon Area Vocational Technical School, 1981)
- National Merit Scholarship finalist (1981)
- won honorable mention in Crown Center Art Competition and Exhibition (1980)
- won first place in figure drawing competition (1979 and 1980)
- won first place in bicentennial poetry competition, published in the *Kansas City Star* (1976)
- won awards in foreign language studies (French, 4 years; German, 1 year; Spanish, 1 year)

## SKILLS

- writing, editing, and proofreading
- technical process documentation
- page layout, design, and illustration
- highly proficient with the Microsoft Suite (Word/Excel/Power Point)
- familiar with APA and Chicago Style manuals
- familiar with Macintosh and Adobe Illustrator, Photoshop, Acrobat, and InDesign

## EXPERIENCE

- performed electronic and hard-copy editing of technical, medical, legal, and academic text manuscripts
- provided substantive editing for a humorous memoir about living with Obsessive Compulsive Disorder (Rod Fadem, *Memoirs of a Born Schlepper*, self-published 2005; reviews available on Amazon.com)
- edited thriller novel synopsis for prize-winning author (published 2006)
- edited poetry, humor, and creative writing manuscripts for “Works in Progress” writers’ group
- wrote technical documentation for computer-based work processes for various corporations
- created employee training manuals for a major pharmaceutical company
- created returns process documentation for a global material handling company

## REFERENCES

- Available upon request