

# Alexandra Lander

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## **MULTI-SKILLED WITH 25 YEARS OF PROFESSIONAL EXPERIENCE**

Brings strong, precise writing skills, and content editing with sharp attention to detail. Capitalizes on natural talent for organization, planning, instruction, public speaking, media relations, and presentations. Consistently praised by supervisors for adapting quickly to new work environments, for exemplary and unifying teamwork, and interacting harmoniously with associates, students, and clients. Has been a continuous self-starter, running a small business and publishing/promoting a novel.

## **SUMMARY OF SKILLS**

- Writing of all varieties; able to meet tight, last-minute deadlines
- Editing and proofing of content (documents, textbooks, articles, brochures, websites)
- Strong organizational skills for events, promotions, instruction, and public speaking
- Marketing through new media (Facebook, Twitter, blogging, website)
- General office management, data research, and record-keeping
- Computer experience in MS Office, Outlook, Hummingbird, and Adobe applications

## **WRITING/EDITING EXPERIENCE**

[www.alexandralander.com](http://www.alexandralander.com)

2002-2011

- Freelance writer for Element, LLC
- Proofed and finalized case law documents for legal database at LexisNexis
- Wrote, published and promoted the novel *saffire\_21* ([www.saffire21.com](http://www.saffire21.com)) through book events and viral marketing
- As a freelance writer for the Mazer Corporation (Dayton, OH), wrote 24 leveled social studies readers for SRA (including outlines and fact checking)
- As a writer and editor for the Mazer Corporation, wrote, edited, and provided fact checking for several textbooks (McGraw Hill, Houghton-Mifflin, Harcourt) and their ancillaries, including Scott Foresman social studies book *Pennsylvania* (Pearson Education, 2003)
- As a Mazer employee, coordinated with other team members through meetings and digital processes to create final manuscripts for publication of textbooks
- Contributed articles for the online magazine Randomville ([randomville.com](http://randomville.com))
- Wrote web content, marketing materials, and a client newsletter for my small business

## **TEACHING EXPERIENCE**

1998-2002

- Taught third grade (all subjects & creative writing), Fairborn City Schools, OH
- Taught second and first grade (all subjects), Southeastern Local School District, OH
- Teaching duties included highly proficient organizational and multi-tasking skills, classroom management, record-keeping, group facilitating, teamwork with staff, and impeccable communication skills with students, staff, and parents
- Published a weekly newsletter for parents on class progress and events

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Page 2

### GENERAL OFFICE EXPERIENCE

1986-1999 and 2002

- Intelligence Aide for the National Air Intelligence Center, Wright-Patterson AFB, OH
- Performed general office management skills including:
  - editing and formatting technical reports with imagery
  - managing and logging entries into internal databases
  - designing office forms and newsletters
  - timekeeping and travel arrangements
  - general typing and correspondence for 10-13 team members
  - accurate record and file-keeping (hardcopy and digital)
  - organizing and planning office events, retirements, and luncheons
  - facilitating process improvement teams
- Contractor, Data Entry and Accounts Payable, Kettering Medical Center Network
  - performed data entry of patient insurance accounts
  - processed and entered accounts payable in network database

### EDUCATION

Bachelor of Science, Early Childhood Education  
Wright State University, Dayton, OH  
Graduated August, 1998, Cum Laude  
GPA: 3.58

### CERTIFICATIONS/LICENSING

Licensed Massage Therapist, Ohio State Medical Board  
Certified by the Dayton School of Medical Massage, Dayton, OH (2003)

### EMPLOYMENT HISTORY

2010 – 2011	Editor, LexisNexis (through Office Team), Dayton, OH
2010	Freelance writer for Element, LLC, Orlando, FL
2005 – Present	Freelance writer, author
2006	Freelance writer, Mazer Corporation, Dayton, OH
2004 – 2010	Licensed Massage Therapist, Private Practice
2005 – 2007	Massage Therapist, Bacara Resort and Spa, Santa Barbara, CA
2003 – 2005	Writer/Editor, Mazer Corporation, Dayton, OH
2002 – 2003	Office Team Temporary Services, Dayton, OH
1999 – 2002	Elementary School Teacher
1986 – 1999	Intelligence Aide, NAIC, Wright-Patterson AFB, OH Top Secret/SCI Clearance