

## ASHLEY M. HAWLEY

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### PROFESSIONAL PROFILE

Dedicated writer & editor with one year of experience successfully running freelance business, [Ashley Hawley Freelancing](#). Graduate of Baldwin Wallace University, 2016. Skilled in identifying & securing funding opportunities that match the mission & objectives of non-profit organizations, as well as providing editing, proofreading, editorial assisting, & ghostwriting services to clients. Possess knowledge of & experience with [GuideStar](#), the Foundation Center's [Foundation Directory Online](#), the *Chicago Manual of Style, 15th Edition* & MLA, APA, & Chicago citation styles. Featured in [interview](#) on [BeaFreelanceWriter.com](#) in August 2017.

### EDUCATION

#### **BALDWIN WALLACE UNIVERSITY, Berea, OH**

**Bachelor of Arts, May 2016**

Major: **Creative Writing** Minor: **Psychology**

**Honors:** **Magna Cum Laude** (GPA 3.9), **Dean's List** (all semesters), **Dayton C. Miller Honors Society**, **Dr. Neille and Jeanne Shoemaker English Scholarship**, Alpha Mu Zeta Chapter of **Sigma Tau Delta International English Honors Society** (**Secretary**, Fall 2015- Spring 2016), **Alpha Lambda Delta National Honors Society**, **Bertha Stiefel Scholarship in English**, **BW Presidential Scholarship**

**Related Courses:** Grant Writing; Warriors, Words, and Wonder (Anglo-Saxon translation course)

### RELEVANT EXPERIENCE

#### **GRANTS COORDINATOR**

**Providence House, Cleveland, OH May 2018-Present**

Drafting grant proposals, LOIs, & reports to secure continued funding for Providence House programming, capital campaigns, & operations; Performing research on, forming & maintaining relationships with prospective funders; Acting as a liaison between departments to obtain necessary information to complete proposals, LOIs, & reports; Updating Access & Raiser's Edge funding/grant tracking databases

#### **WRITER**

**[Home Scribe Creative](#), Nov. 2016-Present**

Conducting research for neighborhood profile blog posts; Producing accurate, appealing, & SEO-friendly content for clients

#### **FREELANCE WRITER & EDITOR**

**[Ashley Hawley Freelancing](#), Aug. 2016-Present**

Providing editing/proofreading, editorial assisting, blog, grant, & other content writing services to clients

#### **EDITORIAL ASSISTANT**

**[Dear English Major](#), Aug. 2016-Present**

Adding graphics to Pinterest page with appropriate captions and links; Formatting & uploading blog posts to website through Squarespace; Conducting research on potential interviewees for future blog posts; Updating email lists

#### **GRANT WRITER**

**Family Promise of Lorain County, Oberlin, OH, Aug. 2017-May 2018**

Conducting/gathering research on potential funders; Collaborating with organization staff to obtain necessary data and documents to complete grant proposals; Updating GuideStar profile to reach Platinum Seal of Transparency; To date, have secured \$35,000 in grant awards for organization

#### **EDITOR-IN-CHIEF, [UNCOVERING OLD ENGLISH TEXTS](#)**

**Baldwin Wallace University, Berea, OH, Aug. 2014-Dec. 2015**

Revised student projects & own project for publication on student-run website; Gathered & organized research sources; Utilized NVU website editing software to edit website and ensure it remained up-to-date, easy to navigate, & professional

#### **EDITORIAL/MARKETING INTERN**

**Kent State University Press, Kent, OH, June-July 2015**

Learned basic editorial skills & performed wide range of entry-level functions; Assisted managing editor with collating, copy editing, & spot-checking indexes & manuscripts, preparing files for Library of Congress CIP application process, & coding files for copy editing & design; Proofread books, journals, catalogs, & cover copy; Wrote catalog & advertisement copy for publication by marketing department; Copy edited & proofread cover copy & designs

## **ASHLEY M. HAWLEY**

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### **GRANT WRITER/VOLUNTEER**

**Lake Erie Ink, Cleveland Heights, OH, Jan.-May 2015**

Learned fundamentals of writing a grant proposal through course at Baldwin Wallace; Collaborated with teammate & community partner to write grant proposal for Lake Erie Ink; Communicated with teammate, community partner, & course professors to ensure proposal remained on track, organized, & accurate; Participated in direct service to Lake Erie Ink through volunteer work; Received funding for Lake Erie Ink through Baldwin Wallace's Jacket Philanthropy Program

### **COMPUTER SKILLS**

Familiarity with Linux, Mac, & Windows operating systems. Experience with **Microsoft Word, Microsoft Powerpoint, & LibreOffice Writer**. Experience with **LibreOffice Calc & Google Sheets (equivalent of Microsoft Excel)**.