|  |  |
| --- | --- |
| **Margaret Winchell Miller**  [mlwmiller@gmail.com](mailto:mlwmiller@gmail.com) | |
|  | Professional Profile Accomplished writer/educator with 15+ years of experience in communications, including:   * creative implementation of client stories to convey organizational messaging; * superior writing and editing skills; * teaching experience at the college level; and * effective proposal writing with demonstrated results.  Education Master of Fine Arts, Creative Writing  Bowling Green State University, Bowling Green OH  Bachelor of Fine Arts, English  Hollins College, Roanoke VA Employment **Principal—The Business of Words [1995-present]**   * Specializing in the writing and editing of marketing materials, online content, case studies, white papers, website copy/blogs, electronic and printed newsletters, speeches, letters and press releases for a range of clients, including **The Baker Institute, Norton Rose Fulbright, MetroNational, Escape Family Resource Center,** and others * Approximately 100 articles and interviews published in ***Texas Monthly, Ms., Creative Living, Houston Press, Chorus America, Community College Journal,*** and others. Online portfolio at <http://margaretmiller.writersresidence.com>   **Grant Writer—National Association of Women Artists [8/2020 – present] Contract position**   * Identifies opportunities, studies requests for proposals, and attends strategy meeting * Writes, revises, and edits drafts, including executive summaries, conclusions, and organization credentials * Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal   **Development Writer—Trinity University [3/2019-3/2020]**   * Produced multi-million-dollar proposals for prospective donors to fund campus buildings and initiatives * Raised in excess of $10 million in 10 months from foundations and individual donors * Created content for case statements to generate corporate partnerships * Generated email appeals for end-of-year capital campaign, raising more than $95K between 12/20 – 12/31/2019 * Drafted social media posts, e-newsletters, case statements, and web stories   **Be Bilingual – Instructor [August 2017 – December 2018]**   * Worked with foreign executives [French/Chinese/Spanish] to reduce accents and improve English language pronunciation, grammar, vocabulary, and conversational skills   **Workshop Instructor—Writers in the Schools [Summer 2017]**   * Led students in projects and exercises to improve writing skills, expand vocabulary, and encourage creative expression   **Writer/Editor—U.S. Department of State [9/2014 – 1/2016]**   * Produced original copy for book commemorating the **Art In Embassies** program headquarteredin Washington, D.C. * Crafted international artist profiles through personal interviews and research * Collaborated with designers and program director to define concept and content direction   **Website Editor—LBJ Presidential Library [5/2012 – 6/2014]**   * Researched and created historical and descriptive content for new website * Managed social media campaigns * Scripted, directed and produced exhibit videos for library website * Initiated and fostered partnerships with Austin organizations and schools for marketing purposes * Developed Civil Rights Essay Contest for Texas high school students to generate interest in the LBJ administration, library exhibits, and promote research opportunities * Garnered in-kind publicity and marketing support from Texas Tribune   **Communications Manager, University Medical Center Foundation [1/2009 – 1/2010] Contract position**   * Facilitated communication between the Foundation and community media outlets * Drafted press releases, web content, newsletter articles to support El Paso Children’s Hospital * Managed website, updating content and monitoring traffic * Supported fundraising events through public relations campaigns   **Communications Director, Houston Arts Alliance [1/2008 - 12/2008]**   |  | | --- | | * Directed rebranding of city-funded public arts agency * Developed, launched and maintained new award-winning website | | * Facilitated public relations * Managed staff and interns | | * Wrote and produced marketing brochures, annual report and related collateral materials * Created and published a guided tour of Houston’s civic art collection | |  |   **Marketing/Communications Director - Ellen Susman Enterprises [2005-2009]**   * Co-produced “Balancing Your Life,” a national television series originating on HoustonPBS * Created grant proposals to fulfill $185K fundraising campaign * Scripted interviews for program participants * Managed pre- and post-production of 28 episodes * Leveraged distribution to 78 public TV stations nationwide  Teaching Experience Bowling Green State University – Miss Porter’s School – The Hotchkiss School - Austin Community College – El Paso Community College – Houston Community College – Lone Star College | Kingwood  **References**   * Jeanna Balreira | Former supervisor | | [jgoodri1@trinity.edu](mailto:jgoodri1@trinity.edu) * Darlene Beaman | Former supervisor | 281-360-4152 | [Darlene.S.Beaman@lonestar.edu](mailto:Darlene.S.Beaman@lonestar.edu) * Catherine Grace | Former editor | 919-360-1559 [|oneillgrace@aol.com](mailto:|oneillgrace@aol.com) |