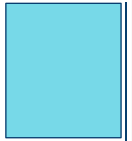


# ALISON ROSS

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## Biography

Alison Ross is a skilled writer with experience in developing and editing proposals. As a Documentation Specialist she contributes composition and editing skills, and is always ready to step in and support projects at a moment's notice. Ms. Ross graduated from the University of Mary Washington with a B.A. in English. Her main hobbies are, of course, reading and writing: non-fiction in her blog and creative fiction in her personal writing projects. She practices fencing, yoga, and gluten-free baking.

## Objective

To build upon my proposal experience and further develop my writing skills, while working in a diverse, team-oriented environment.

## Experience

**Documentation Specialist** ▪ 10/2013 - Present  
**CyberData Technologies, Inc.** ▪ Herndon, VA

- The proposal writing process:
  - Beginning – creates outlines and templates
  - Middle – re-writes sections for clarity, provides editorial support, creates graphics
  - Conclusion – double-checks for last minute adjustments, minor errors in formatting or text
- Composes technical responses to Federal requests
- Conducts market research

**Administrative Assistant** ▪ 10/2012 – 10/2013  
**TMA Direct** ▪ Reston, VA

- Fact-checked documentation for clients
- Composed internal company paraphernalia
- Screened and tracked callers for account executives

**Administrative Assistant** ▪ 5/2012 – 9/2013  
**Children's Heart Clinic** ▪ Reston, VA

- Created legal documents and forms to ensure HIPAA compliance
- Updated medical forms
- Edited patient files for clarity

**Filing Clerk** ▪ 8/2011 – 5/2012  
**Generations Family Practice** ▪ Reston, VA

- Sorted, updated, retrieved patient files and other medical documents
- Transferred physical files and medical documents to virtual formats
- Assisted with front desk responsibilities as well as normal duties during weekend hours

## **Skills**

- **Microsoft Office Suite:**
  - Word, Excel, PowerPoint, Outlook, SharePoint
- Light technical writing
- Editing and proofreading
- Verbal and written communication skills
- Attention to detail
- Adheres to company style
- Able to work both alone and in a team
- Graphic creation, editing, and integration

## **Education**

University of Mary Washington

May, 2011 ▪ Bachelor of Arts in English with a Concentration in Creative Writing

## **Citizenship**

U.S. Citizen

## **References**

Available upon request.