

# MONICA R. LEFTWICH

1.757.597.1363  
mleftwich82@gmail.com

## PROFESSIONAL SUMMARY:

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Award-winning communications professional in providing technical documentation and public affairs services as a federal contractor to the U.S. military. Freelance writer featured in online publications like The Washington Post, The Huffington Post, and USA Today.

## FREELANCE WRITER EXPERIENCE:

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11/2015 - present      **The Washington Post:** *Freelance Writer*

- Writes articles germane to parenting and relationship niches. Articles generated nearly 33,000 likes and over 6,000 comments, and were shared on high-traffic sites.

08/2015 - present      **The Huffington Post:** *Freelance Blogger*

- Writes blogs on a wide range of topics including finance, parenting, and relationships. Articles generated over 50,000 likes, and nearly 8,000 comments. Lead to an interview with USAToday.com and was featured on Yahoo.com.

09/2015 - 09/2016      **The Penny Hoarder:** *Freelance Writer*

- Contributes articles on frugal finance tips for parents. Articles were shared over 43,000 times across social media sites.

06/2014 - 06/2015      **Natural Hair Mag:** *Freelance Writer*

- Contributed weekly articles on natural hair management and styling, social and health topics germane to the African American community.

## TECHNICAL WRITER AND PUBLIC AFFAIRS EXPERIENCE:

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9/2016 - present      **SEV1Tech:** *Strategic Communications Specialist*

- Develops newsletters, info sheets, and other communications products for US Coast Guard Business Process Reengineering (BPR) South
- Responsible for designing and maintaining all BPR related SharePoint sites and serves as the content manager of these sites
- Serves as a customer service agent in responding to all BPR and financial inquiries across the US Coast Guard enterprise

3/2012 - 9/2016      **McKean Defense Group:** *Executive Assistant/Technical Writer*

- Co-develops briefs, instructions, and over 50 analytical briefs for senior Navy officials.
- Serves as the SharePoint administrator for the command's metrics department.
- Received 2 Letters of Appreciation from NRMC Commander in 2013 and 2015.

4/2009 - 6/2011      **Allied Technology Group:** *Public Affairs Specialist*

- Researched 100s of online news outlets, blogs and social media posts for significant stories.
- Distributed breaking news alerts to over 50 senior U.S. Government officials and agencies during high profile events (i.e. 2010 Gulf Oil Spill).

7/2008 - 10/2008      **U.S. Coast Guard:** *Editorial Assistant*

- Built an e-library for over 100 archived engineering classroom documents.
- Served as a writer and editor when revising tests, booklets, and manuals for engineering courses.

## EDUCATION:

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8/2001 - 8/2005      **Old Dominion University**

- B.A. in Communications. Courses included public speaking, public relations, human communications, psychology, sociology, mass media, TV production, and journalism

1/2008 - 6/2012      **University of Maryland University College**

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- Dual M.S./MBA in Marketing Management. Courses included consumer behavior, brand management, international marketing, direct marketing, and marketing intelligence

## **ADDITIONAL SKILLS:**

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SharePoint, computer programming, digital photography, YouTube video editor, website content management and creation (i.e. WordPress), Google Analytics, social media marketing, journalistic styles of writing, graphic design