

# William Alexander Dunford

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## Career Objective

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*Seeking a position that prizes my expertise in English and Writing, my excellent relationship-building skills, and my exceptional self-starter work ethic. I want to use my skills to create content and articles as a freelance writer.*

## Profile

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**Creative writer and artist with experience in leadership and publishing.** Strong interpersonal, communication, and leadership skills with the ability to inspire and motivate others. Proven creative and solution-based services due to an extensive work history with demonstrated ability to help achieve clients' goals. Proficient in a myriad of software applications such as Wordpress, Microsoft Office Suite, Adobe Photoshop, ProCreate, and Scrivener. Conversant in French.

## Skills Summary

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- Creative Writing
- Technical Writing
- Critical Thinking
- Detail-Oriented
- Relationship Building
- Research

## Education

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### LIBERTY UNIVERSITY

**Bachelor of Science in English and Writing: Creative Writing, Minor in History (March 2022)**

## Professional Experience

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### PUBLISHED AUTHOR

**The Closed Eye Open:** "A Nod to Derry's Son" (February 2022)

**Its Not Easy, Poets' Choice:** "Escape Second Death" (July 2021)—*Awarded Honorable Mention*

### WRITING AND PUBLICATION

- Currently assist with the routine production of a weekly e-newsletter, from writing content to editing and formatting.
- Operating a successful blog designed to communicate essential and relative information to followers and readers and boost user engagement.

### COMMUNICATION SKILLS

- Collaborating with other published authors on technique and style.
- Created and Implemented social media and print marketing strategies for business.
- Communicated cross-culturally to ensure clients obeyed specific international trade laws and customs requirements.

### SELF-MOTIVATED PROFESSIONAL

- Managed two family businesses and gained experience in leadership, training, client service, and human resources.
- Developed and implemented innovative procedures to ensure efficiency and profitability.

### Employment History:

**Stay-At-Home Father, Primary Care Provider, Two Toddlers** (July 2019 — Present, Wolfeboro, NH)

**GENERAL MANAGER & BUSINESS CONSULTANT, The UPS Store** (July 2018 – June 2019, Boston, MA; December 2013 – June 2017; New Hudson, MI)

**MORTGAGE LOAN ORIGINATOR, Quicken Loans** (October 2017 - May 2018, Detroit, MI)

**Volunteer Experience:** Vestry Member and Editorial Assistant (All Saints Episcopal Church), Finance Committee Member (Moose Mountain Regional Greenways)

**Interests:** Prolific reader, published poet, and artist who travels often and enjoys immersive cultural experiences

**Website:** <https://alexanderdunford.blog>

**References:** Available upon request

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