

# Raven Ellis

OR, USA  
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Dedicated professional committed to excellence and teamwork. Exceptional communication skills, exceptional attention to detail and organization. She has been published by Wild Ink Pub and Micro Romance under a pen name.

## Work History

Randstad Sourceright/ K12 Stride | *July 2023- Nov 2023*

Document Processor & QA Auditor (Remote)

Accurate processed admissions documents and uploaded them to a private system. Complied with Privacy laws and standards. Support and collaborate with teams to reach goals. Escalated issues appropriately and professionally. Audited work of teams to ensure accuracy and QA standards, as well as school admissions deadlines were met.

Rev | *2017– 2022*

Transcriptionist (Remote)

Accurately transcribed various audios from law to healthcare to news interviews while maintaining client confidentiality and satisfaction by the deadlines assigned.

The Church of Jesus Christ and The Latter-day Saints | *2018*

Primary Secretary

Tracked attendance on Sundays and headcounts for events, Newsletter creator and editor. Mailed birthday and thank you cards, lesson plans for Sunday school, tracked minutes and notes during staff meetings and aided in events set up and take down.

## Education

PCC | *2005*

GED

ACES-POYNTER | *2023*

Certificate in Editing

Wesleyan University-Coursera | *2023*

Certificate in Creative Writing

## Skills

- Excellent written and verbal skills
- Proofreading and Editing
- File Conversion
- Organizational and strong attention to detail
- Document Review, Processing and Confidentiality