

Virginia A. Mink

11706 Lynn Brook Circle / Seffner, FL 33584 | (813) 506-7480 | GINNYMINK@GMAIL.COM

Summary of Qualifications

- Highly motivated and results-oriented professional who is able to collaborate with internal and external teams to design, develop, edit, publish, manage and execute technical materials in order to achieve training and development objectives. Proven professional, with a Bachelor of Science in Psychology and Masters in English Education, capable of collaborating with culturally diverse teams to gather and disseminate initial and ongoing performance-based curriculum to ensure projects adhere to requirements. Exceptional communication with interview subjects for the purpose of identifying and breaking down complex concepts and processes into component parts to write training materials and magazine articles.

Education

MASTERS OF SCIENCE | 2000 | NOVA SOUTHEASTERN UNIVERSITY

- Major: English Education
- Minor: Varying Exceptionalities

BACHELOR OF SCIENCE | 1997 | PALM BEACH ATLANTIC UNIVERSITY

- Major: Psychology
- Minor: Christian Social Ministries
- Graduated Magna Cum Laude

Skills, Abilities & Accomplishments

WRITING

- 2015 Newsperson of the Year Award from Hillsborough County Farm Bureau. Author of 3 published books and various magazine articles. Excess of 15 years of proven professional writing skills including: research, interviewing, content writing, tone differentiation, style flexibility, copywriting, data gathering and curriculum design. As managing editor, timely edited 90% of magazine and blog posts; creation and development of three different monthly series pieces.

TRAINING

- Eleven years of providing expert educational services to a wide variety of learning modalities. Assessed achievement and progress while monitoring and maintaining a positive classroom environment. Organized, coordinated and facilitated informational meetings to faculty and staff. Designed and created presentations with use of PowerPoint and Smartboard technology.

COMMUNICATION

- Successfully employed various interviewing formats: face-to-face, phone, video conference, and email. Conducted high profile interview with Ferdie Pacheco (Muhammad Ali's fight doctor and designer of Ybor City's Trolley Cat imagery). Interviewed Dave Hall, co-owner of MotoArt (a high-tech, innovative furniture design company in California). Regularly interviews the entire spectrum of social status figures from artists and farmers to scientists and political entities.

LEADERSHIP

- Supervised and observed tutors. Provided direction for the adherence to district and federal guidelines. Prioritized, organized and delegated tasks to efficiently complete weekly and monthly quantitative and qualitative goals and objectives. Utilized district mandated methodologies to report results.

Experience

EH/SED LANGUAGE ARTS | THE CHARTER SCHOOL OF TAMPA BAY ACADEMY | 1999-2000

LANGUAGE ARTS/READING EDUCATOR & NEWSPAPER/YEARBOOK ADVISOR | SCHOOL DISTRICT OF HILLSBOROUGH COUNTY | 2000-2010

STAFF WRITER/AUTOMOBILE AND FOOD CRITIC | FOCUS MAGAZINE | 2001-2003

STAFF WRITER/EDITORIAL ASSISTANT | TOUR DE VILLE MAGAZINE | 2003-2004

MANAGING EDITOR | IN THE FIELD | 2003-2004

NCLB/SES FACILITATOR | JENNINGS MIDDLE SCHOOL | 2005-2008

STAFF WRITER | IN THE FIELD MAGAZINE | 2011-PRESENT

ADMINISTRATIVE ASSISTANT & CONTENT WRITER | SUBTLE NETWORK & DESIGN | 2014-2015

FREELANCE WRITER | UPWORK | 2014-PRESENT