

Sarah M. Peterson

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Profile Experienced writer and editor in business, government, nonprofit, and creative settings. Talented listener and collaborator with technical experts in developing communication pieces that fit complex topics to the needs of varied audiences.

Professional Experience

2012–2018 **Writing, Editing, and Business Development Consultant**
S Peterson Consulting, Spokane, WA

- Developmental editing for fiction, creative nonfiction, and memoir, in short and long form.
- Developmental editing and copyediting for academic papers, dissertations, technical reports, including adherence to style and submission requirements.
- Business development, proposal strategy, and proposal writing for state and federal contracting.
- Marketing writing for print and digital formats, including website content and information design, social media posts and planning, investor materials, and email marketing.

2010–2017 **Senior Writer (October 2014 – March 2017)**
Kauffman & Associates, Inc. (federal government contractor), Spokane, WA

- Supervisor of writing, editing, and copyediting team, including assigning staffing to contracts and deliverables, training new hires, mentoring writers and editors, and supporting performance improvement.
- Project manager for writing-related contracts, including budget management, client relationships, and reporting to executive team.
- Task manager for writing-related contract deliverables.

Content Designer, Web and Print (September 2013 – October 2014)

- Work with project teams and subject matter experts to conceptualize web and print projects.
- Provide early direction on writing, organization, and content strategies.

Technical Writer and Editor (September 2010 – September 2013)

- Senior-level technical writer; lead writer on nationally disseminated government reports on science education, public health, and health care policy.
- Editing and quality assurance for grammar, spelling, clarity of content, and plain language, according to federal guidelines.
- Experienced editor in multiple styles, including APA, GPO, Chicago, and AP.

2008–2010 **Marketing, Public Relations, and Licensing Specialist**
Olive Tree Bible Software (mobile software startup), Spokane, WA

- Lead provider of written content for small business, including press releases, technical documentation, trade show brochures, website and blog copy, and social media content.
- Contract preparation and review for digital content licensing, and liaison for publisher relationships.

2007–2008 **Grant Writer**
GRE Consulting, Colbert, WA

- Research and preparation of successful grant proposals for Spokane nonprofit organizations.

Education

2006 **Master of Divinity, Emphasis in Writing as Ministry**
Earlham School of Religion, Richmond, IN

1999 **Bachelor of Arts in Political Science, *magna cum laude***
Minor in English
Concentration in Women’s Studies
Gonzaga University, Spokane, WA

Other Skills

Software Experienced in Microsoft Office, including Outlook, Word, Excel, PowerPoint, SharePoint, Project, and OneNote; expert MS Word user. Adobe programs, including Acrobat and InDesign.

Virtual Meetings Experienced webinar planner and moderator. Implemented virtual meeting processes for teams and trained peers on best practices. Various webinar platforms, including Adobe Connect, On24, and GoToMeeting.

Writing Research and technical writing. Plain Language federal certificate. Web writing, knowledge of best practices in web design and usability. Business minutes and correspondence. Writing samples available.

Web Content design/information design for websites, webpages, and online documents. Working knowledge of HTML, xhtml, and CSS. Document design for Section 508 compliance and online accessibility.

References available upon request.