

# Mallory Raley

info@malloryrale.com

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# EDITOR

## Education

### Creative Writing for Entertainment, BFA

Full Sail University

March 2016

Winter Park, FL

Awards:

- Salutatorian, 3.92 GPA
- Course Director's Award - Creative Writing Industry
- Course Director's Award - Writing Workshop: Television

## Skills

- Writer
- Editor
- Final Draft
- Microsoft Office Suite
- Scrivener
- WordPress
- All Social Media Platforms
- Accounting & QuickBooks
- Collaborative
- Deadline Driven
- Research & Analysis

## Published Works

- "Gravedigger," Story Shack Magazine, February 24, 2014
- "Doppelganger," Story Shack Magazine, February 10, 2016

## Work Experience

### Editor

Freelance

Apr 2016 – Current

Remotely

- Provide copy editing, line editing, and developmental editing for short stories, manuscripts and screenplays
- Provide critique and analysis for story development and outlines

### Publisher's Assistant

Island Communications

Nov 2008 – Nov 2015

Bluffton, SC

- Assisted Publisher with five magazine publications and seven online publications
- Proofread all articles and content

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### **Accounting Manager**

Island Communications

**Mar 2008 – Nov 2015**

Bluffton, SC

- Handled all financial transactions, such as:
  - Accounts receivable & payable
  - Financial statements
  - Payroll
  - Federal & state tax returns

### **Head Teller/Branch Operations Representative**

Regions Bank

**Sept 2006 – Mar 2008**

Hilton Head Island, SC

- Managed cash supply for branch and distributed cash to tellers
- Provided training for new hires (five employees)
- Held weekly meetings with tellers to cover new regulations and discuss any issues