

# Dominique Lambright

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## PROFILE

Experienced Business Owner/Editor/Writer/Content Creator/Administrative Professional

## EDUCATION

**University Wisconsin- Milwaukee**

2015

*Bachelor of the Arts - English: Professional and Technical Writing*

### GENERAL SKILLS

Data Entry  
Results-oriented  
Great Customer Service  
Time Management  
Meticulous Attention to Detail  
Telephone Skills  
Document Management  
Communications  
Administrative Support  
Clerical Duties

### COMPUTER SKILLS

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Outlook  
Microsoft Publisher  
WordPress Admin  
Email Marketing  
SEO  
Typing

### EXPERT SKILLS

Blogging  
Business Writing  
Content Writing  
Graphic Design—Canva  
Editing  
Social Media Management  
Journalism  
Project Management  
Content Marketing  
Newsletters

## WRITING EXPERIENCE

**Self-Published Author**

**Racine, WI**

**6/2015 – Present**

- *Part-Time Book Writer via Savage Publishing*
  - Multi-genre Book Writer (Self-Help, Poetry, Romance, Erotica, Mystery)

**Owner of DML Editing and Writing**

**Racine, WI**

**3/2014 – Present**

- *Freelance Writer/Editor*
  - Editing
  - Writing
  - Blogging
  - Virtual Assistant
  - Webpage Content
  - Customer Service/Communications
  - Social Media Content Creation

**(Contract via DML) Eliam Properties**

**Remote (NC)**

**10/2022 – Present**

- *Content Writer*
  - Blogging

**(Contract via DML) Blackdoctor.org**

**Remote (IL)**

**7/2022 – Present**

- *Content Writer*
  - Blogging

**(Contract via DML) My Marijuana Cards**

**Remote (MI)**

**3/2022 – Present**

- *Content Writer*
  - Blogging
  - Newsletters
  - Interviewing
  - Webpage Creator

**(Contract via DML) Racine Mirror**

**Racine, WI**

**3/2015 – 5/2022**

- *Part-Time Freelance Writer*
  - Interviewing
  - Article Writing
  - Occasional Secretarial Duties
  - Meeting and Scheduling

**(Contract via DML) My Marijuana Cards**

**Remote (MI)**

**2/2021 – 3/2022**

- *Director Of Content Marketing*
  - Social Media Outlet Managing
  - Content Creation
  - Content Scheduling
  - Strategy Creation
  - Project Management
  - Day-to-Day Website Maintenance
  - Employee Management
  - Meeting and Scheduling

**(Contract via DML) Literary BAEs**

**Remote (PA)**

**4/2018 – 5/2021**

- *BAE: Bad Ass Editor (Remotely)*

- Editing multiple manuscripts by multiple authors

**(Contract via DML) MBP Publications Remote (GA) 3/2017 – 8/2017**

- *Editor (Remotely)*
  - Editing multiple manuscripts by multiple authors

**Northwestern Mutual Milwaukee, WI 12/2016 – 8/2017**

- *Compliance Clerk*
  - Email reviewing to assure legal actions are always being taken by the financial reps

**University of Wisconsin-Milwaukee Milwaukee, WI 3/2015 – 6/2015**

- *Advertising Manager*
  - Interviewing
  - Meeting and Scheduling
  - Creating Spreadsheets
- Designing & Copy-editing Panther Planner and Student Handbook 2015-16

**Gener8tor Milwaukee, WI 5/2013 – 8/2013**

- *Intern*
  - Creating Spreadsheets
  - Blogging
- Presentation Creation

**TEAM EXPERIENCE**

**Public Allies Racine, WI 9/2021 – 7/2022**

- *Community Outreach in Mayor's Office*
  - Creating Spreadsheets
  - Creating Tables of Social Media Distribution of Content
  - Email, Virtual (Zoom), and In-person Communication
- Social Media Content Creation
- Attend Friday Training
- Attend Weekly Meetings
- Presentation Creation

**Racine Unified School District (RUSD) Racine, WI 3/2019 – 3/2020**

- *Substitute Teacher (K-12<sup>th</sup> Grades)*
  - Follow and teach lesson plans left by real teacher
- Filling in throughout the district where needed

**Amazon Fulfillment Center Kenosha, WI 9/2015 – 9/2016**

- *Fulfillment Associate (Inbound)*
  - Accurately store product into inventory meeting in-house goals
- Cross-training to fulfill other in-house needs of business

**Target West Allis, WI 9/2013 – 3/2014**

- *Retail Sales Associate*
  - Selling Mobile Phone Products
  - Cashier
- Customer Service

**PartyLite Racine, WI 8/2012 – 5/2013**

- *Junior Marketing Assistant*
  - Packaging
  - Advertising
- Filing
- Data Entry / Spreadsheet