
Melissa L. Bennett

5105 Winterhaven Drive • Newark, DE 19702 • (215) 868-4758 • melissalforbes@gmail.com

CORE COMPETENCIES

- ✓ Highly motivated individual with extensive knowledge formulating innovative solutions.
- ✓ Proven ability to effectively manage multiple projects and provide leadership to personnel with minimal direction from superiors.
- ✓ Excellent communication, interpersonal, time management, organizational, and leadership skills.
- ✓ Easily grasp new ideas, concepts, and techniques.

COMPUTER SKILLS

- ✓ Adobe Photoshop
- ✓ Adobe Acrobat
- ✓ Corel Wordperfect
- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Microsoft PowerPoint
- ✓ Microsoft Publisher
- ✓ Microsoft Outlook
- ✓ Microsoft Visio
- ✓ Quark Express

Editor/Office Manager/Legal Administrative Professional

Accomplished editor and administrative professional with extensive experience editing manuscripts, news articles, and academic papers, critiquing manuscripts for publication worthiness, managing a legal office, supervising employees, creating company advertisements, and writing and maintaining copy for company Web site. Skilled in interviewing clients, assessing potential cases, and managing projects. Adept at prioritizing tasks, providing guidance and feedback to employees for career development, and coordinating events such as fundraisers and meetings. Proven ability to meet deadlines and increase office productivity. Background in newspaper reporting and editing.

PROFESSIONAL EXPERIENCE

Wilmington Trust Company, Wilmington, DE

2009 ~ Present

Paralegal/Office Coordinator

- ◆ Provide professional and timely assistance to the Legal Department by supporting department staff and participating in and leading special department projects to improve department processes and procedures.
- ◆ Provide administrative support to general counsel.
- ◆ Manage and act as an advocate for the legal assistants. Research and coordinate training, participate in yearly performance reviews, and initiate group projects to foster cooperation.
- ◆ Process incoming litigation, routing it to the appropriate attorney or individual in the bank, issue legal holds, gather and coordinate discovery, interact with outside counsel, and maintain status of litigation matters.
- ◆ Research and answer legal-banking inquiries from regional banking staff members.

Carbon Copy Editing, Wilmington, DE

2004 ~ Present

Freelance Editor/Interior Book Designer

- ◆ Edit manuscripts, articles, and papers for grammar, spelling, punctuation, and clarity.
- ◆ Make suggestions for story improvements and expose inconsistencies within manuscripts.
- ◆ Alert writers to problems with point of view, pace, and structure.
- ◆ Provide detailed manuscript critiques that thoroughly evaluate whether a manuscript is worthy of publication.
- ◆ Design interior for manuscripts, newsletters, and other corporate documents.
- ◆ Requires expert knowledge of *The Chicago Manual of Style*.

Law Offices of Rhonda Hill Wilson, P.C., Philadelphia, PA 2002 ~ 2009

Paralegal/Office Manager

- ◆ Worked closely with personal injury/medical malpractice attorney to prepare documents for legal proceedings.
- ◆ Conducted research on legal and factual issues.
- ◆ Composed briefs, motions, memorandums of law, and discovery documents.
- ◆ Organized and prepared exhibits and documents for trial, and assisted attorney in the courtroom during trial.
- ◆ Performed initial client interviews and assessed potential cases for acceptance.
- ◆ Trained and managed employees, providing ongoing guidance and feedback.
- ◆ Maintained and wrote copy for company Web site.
- ◆ Designed company's marketing materials.

PROFESSIONAL EXPERIENCE (continued)

Sonicslang.com**2004 ~ 2005***Copy Editor*

- ◆ Edited articles for grammar, punctuation, and spelling.
- ◆ Made suggestions for improvements in clarity and content of articles.
- ◆ Required expert knowledge of *Associated Press Stylebook* and adherence to strict deadlines.

Go Magazine and CampusPhilly.org, Philadelphia, PA **2004***Assistant Articles Editor*

- ◆ Edited and rewrote news, feature, and sports articles for content, grammar and clarity.
- ◆ Required expert knowledge of *Associated Press Stylebook* and adherence to strict deadlines.

CertainTeed Corporation, Valley Forge, PA **2001***Administrative Assistant*

- ◆ Supported vice presidents of commercial and residential sales.
- ◆ Prepared reports for logistics department.

Keystone Mercy Health Plan, Philadelphia, PA **1999 ~ 2000***Administrative Assistant*

- ◆ Supported staff in Durable Medical Equipment department.
- ◆ Coordinated department move and facilitated on-boarding of new employees.

ADDITIONAL EXPERIENCE

The Grizzly – Ursinus College, Collegeville, PA **1998 ~ 1999***Managing and Advertising Editor*

- ◆ Organized newsroom by sorting and categorizing all articles and billing advertisers.
- ◆ Reported problems to appropriate editors and fielded phone and e-mail messages.

The Grizzly – Ursinus College, Collegeville, PA **1996 ~ 1998***Opinions Editor*

- ◆ Designed layout and edited copy.
- ◆ Produced articles on various topics including feature and news articles
- ◆ Supervised production of opinion section in weekly newspaper.

EDUCATION

Temple University, Philadelphia, Pennsylvania (2005)

Master of Journalism

Kappa Tau Alpha (national journalism honorary society)**American University, Washington College of Law, Washington, D.C. (2000-2001)**

Attended one year of law school

Ursinus College, Collegeville, Pennsylvania (1999)

Bachelor of Arts, Communication Studies and Theatre

Phi Beta Kappa, Whitians Honor Society, Rockefeller McCain Prize for Literature