

# ALLY VESPER

---

639 Golfview Drive • Ballwin, MO 63011 • (314) 941-2502 • vesper@letsmakeitwrite.com

## QUALIFICATIONS

- Fifteen years of corporate experience in researching, writing, editing, and proofreading business documents
- Six years of nonprofit experience in developing, editing, and proofreading digital content
- Professional training in high-level proofreading and light copyediting
- MBA in International Business; proficient French; extensive global experience

## EXPERIENCE

**Let's Make It Write Proofreading Services**, *Owner & Freelance Proofreader*, 6/18 - present, St. Louis, MO

- Provides proofreading and light copyediting services for digital content, business documents, books, and ebooks
- Focused on small businesses, corporations, nonprofits, bloggers, self-publishers, and traditional publishers
- Member of ACES Society of Editing and the Editorial Freelancers Association (EFA)
- Proofreads digitized public domain books for Project Gutenberg's Distributed Proofreaders

**Helping Hand-Me-Downs**, *Nonprofit Quality & Compliance Director*, 10/11 - 6/18, St. Louis, MO

- Developed content for policy and procedure manuals, marketing brochures, website, e-newsletters, and grants

**The Boeing Company**, 2002 - 2011

*International Strategy and Alliance Management*, 5/06 - 1/11, St. Louis, MO

- Developed strategies and conducted research to position Boeing in high-growth domestic and international markets
  - Provided analysis for corporate merger and acquisition activities; managed external partner relationships
- Strategy and Analysis Specialist*, 3/02 - 5/06, St. Louis, MO
- Developed data-driven approach to creating market forecasts and identifying market opportunities
  - Advised senior leadership in corporate strategy development

**Motorola**, 1996 - 2002

*Competitive Intelligence Manager*, 8/00 - 3/02, Chicago, IL

- Established and managed Intelligence organization to develop and deliver intel briefings to senior leadership
- Senior Marketing Analyst*, 10/99 - 8/00, Chicago, IL
- Responsible for writing, editing, and proofreading market research reports and competitive analyses
  - Developed processes to research and monitor market, industry, and competitive landscapes
- Senior Buyer*, 4/98 - 10/99, Chicago, IL

- Managed supply chain relations with telecommunications hardware and software suppliers

*Semiconductor Production Planner & Materials Manager*, 7/96 - 4/98, Phoenix, AZ

- Responsible for planning and execution of customer commitments; selected for leadership development program

**U.S. Consulate General Montreal - U.S. Department of Commerce**, *International Trade Specialist*, 1/95 - 4/95, Quebec

- Researched Canadian import market; Wrote, edited, and proofread market analyses to assist exporters of U.S. products

**United Parcel Service (UPS)**, *Account Representative*, 8/92 - 5/94, St. Louis, MO

**Euro Disneyland**, *Work Abroad Program*, 5/92 - 8/92, Paris, France

## EDUCATION

**Thunderbird - American Graduate School of International Management**, *MBA in International Business*, 5/96, AZ

**Russian Graduate School of International Business**, five-week program, 7/95, Moscow, Russia

**University of Missouri – Columbia**, *BA in Interdisciplinary Studies, Minor in French*, 5/92, MO

Concentrations: Business, Communications & Russian; Magna Cum Laude, Phi Beta Kappa

**TECHNOLOGIES:** Microsoft Word, PowerPoint, Excel; Adobe Acrobat Reader; Squarespace

**COMMUNITY SERVICE:** United Way, Red Cross, American Cancer Society; Leukemia & Lymphoma Society