

MARGARET BEAVER

AUTHOR & ACTIVIST
(She/They)

Objective

Award-winning author, social wellness activist, and founder of Margaret Beaver Books (MBB). Motivated college freshman committed to academic and professional excellence while exemplifying exceptional communication and time-management skills. Multi-faceted content writer well-versed in analytical and creative researching, writing, and editing of ranging literature. Skilled in content management systems such as Microsoft Suite and Wix and encompasses exhaustive skills to ensure accurate and accessible products. Proven and consecutive success in conceptualizing, developing, and writing immersive prose differentiated for individualized purposes and audiences. Personable, adaptable, and always seeking to learn.

Education

8/2023-Present **Collin College**
Plano, TX
Associate of Arts: Liberal Arts and Sciences

- Planned and completed group projects, working smoothly with others.
- Maintained schedule of class assignments to meet deadlines.
- Balanced school with extracurricular activities and built social connections for personal and professional growth.
- Worked as team member on complex academic projects.
- Followed course syllabus or lesson plan to perform and submit coursework and assignments.
- Joined extracurricular activities to explore interests or passions outside classroom.
- Attended classes or courses to attain subject mastery and formal recognition.
- Learned new methods, processes and procedures for research and writing.
- Prepared reports, presentations and articles using Microsoft Word and PowerPoint.
- Devoted time outside of class to do homework, labs, or class preparation.
- Built positive relationships with professors and assisted with research and innovation.

- Used student resources and asked professors, assistants, dean, and other leaders for support.
- Offered tutoring support in various subjects to assist with academic needs of other students.
- Developed and practiced study techniques to retain information and meet assignment objectives.

8/2016-6/2023 **Texas Connections Academy @ Houston**

Houston, TX
High School Diploma
Graduated Summa Cum Laude

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- Maintained schedule of class assignments to meet deadlines.
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Honors and awards

Honors and awards sustained from academic and professional arenas.

November 2023 **Donna Lynn Quille Award**
2023 Best Advocacy Prose award winner for superior philanthropic influence and social work

July 2023	Readers' Favorite Five-Star Cover Seal Exceptional literary and linguistic talent and creativity for debut novel
May 2023	Ambassador Award 2022-23 National Community Service Awards, United Nations Association of the United States of America
May 2023	Highest Honor Graduate Top 4% graduating class of 2023
May 2023	Houston ISD Annual Board Award Honorable Mention for Outstanding Senior
May 2022	Honor Award 2021-22 National Community Service Awards, United Nations Association of the United States of America

Work experience

7/2023-Present	Representative & Awardee <i>Focus on Women Magazine, Ellicott City, MD</i> <ul style="list-style-type: none">• Implemented opportunities for joint collaborative projects to generate interest among peers.• Attended events to optimize professional development.• Shared personal stories and experiences to provide hope, advocacy, and one-on-one support to peers.• Expressed understanding and support to help individuals pursue paths to professional development.• Collaborated with interdisciplinary team to drive continuity in treatment, services, and messages delivered.• Demonstrated cultural responsiveness to support diverse families and communities.• Guided peers through recovery process by performing outreach and advocacy to support treatment plan.• Collaborated with peer mentoring program members to devise new methods to generate interest and participation.• Built relationships through active communication and positive feedback.• Engaged in and funded social welfare initiatives and programs through book sales.
5/2021-Present	Author Pegasus Elliot Mackenzie Publishers, Cambridgeshire, ENG, UK <ul style="list-style-type: none">• Proofread and reviewed all print and electronic content to verify grammar, tone, and creative quality.• Worked closely with development to align documentation and development processes.

- Collaborated with team leadership and other key stakeholders to determine key editing and production decisions.
- Used strong grammar and research skills to craft well-written, mistake-free copy.
- Incorporated feedback from editors and subject matter experts into writing material.
- Adjusted tone and content to reach a wide range of audiences.
- Performed in-depth research into topics to write clear and accurate copy.
- Applied strong writing, editing, and proofreading abilities to each assignment to produce the best possible content.
- Researched and wrote informative and accurate pieces for various publications.
- Followed detailed guidance for how to structure, write, and research pieces.
- Consulted with business owners to clarify content needs when creating final draft documents.
- Delivered complex communications.
- Wrote exceptional fiction prose, short stories, personal essays, or descriptive analyses.
- Created new ideas, products, and story boards for new marketing and literary campaigns.
- Revised written output to satisfy editorial suggestion.
- Edited or rewrote written collateral and submitted for approval by supervisor or editor.
- Wrote using accessible verbiage and reading level, creating more appealing messages.
- Wrote sales copy, letters, and other advertising and marketing material.
- Prepared and formatted work for publication and submitted to printers or publishers.
- Conducted exhaustive background research to add depth to scenes, history, and characters.
- Collaborated with others to discuss new opportunities.
- Edited documents for grammar, clarity, content, and formatting.
- Completed writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.
- Selected various graphics to accompany written material.

8/2022-6/2023 **National Honor Society** Houston, TX
Vice President of Character

- Encouraged, empowered, and motivated team to accomplish objectives.
- Led routine meetings to share new policies, gather feedback, and improve team cohesion.

- Spearheaded independent and management-directed projects to improve social wellness operations.
- Implemented new leadership tactics to help transform business structure.
- Anticipated and tracked operational and tactical risks to provide strategic solutions.
- Built referral pipeline by remaining active with community and establishing referral networks and resources.
- Implemented robust policies and organizational structures to underpin successful expansion and drive continuous growth.
- Identified problems and implemented solutions to better streamline operations.
- Communicated regularly with executive team members to deliver pertinent details related to progress status and direction for projects.
- Led team in strategic planning.
- Determined performance goals and offered tactics for achieving milestones.
- Made recommendations to senior leaders on business strategy and initiatives.
- Implemented and monitored internal control procedures.
- Assessed project resource requirements to support strategic execution.
- Planned program details according to defined corporate strategy.
- Conducted independent analyses to resolve program deficiencies.

5/2021-6/2023 **National Honor Society** Houston, TX
Member

- Encouraged, empowered, and motivated team to accomplish objectives.
- Identified problems and implemented solutions to better streamline operations.
- Communicated regularly with executive team members to deliver pertinent details related to progress status and direction for projects.
- Determined performance goals and offered tactics for achieving milestones.
- Made recommendations to senior leaders on business strategy and initiatives.
- Assessed project resource requirements to support strategic execution.

5/2022-5/2023 **Independent Contractor** Superprof, Plano, TX

- Managed quality control and maintained a high level of customer satisfaction.
- Delivered a high level of customer service and support by answering questions and returning correspondence quickly.

- Kept client satisfaction high by consulting closely at various stages and incorporating important feedback.
- Estimated projects, procured materials, and controlled costs to meet exact budget requirements.
- Worked independently and with guardians to decipher problems and create solutions.
- Utilized impressive time management and prioritization skills to meet challenging deadlines.
- Conducted online research to obtain relevant information and materials.
- Stored, shared, and created documents with Microsoft Word, Google Docs, and PowerPoint.
- Maintained composure and productivity in high-pressure environments to facilitate client satisfaction.
- Researched and gathered information and photographs relating to freelance projects.
- Examined completed work to detect defects and verify conformance to specifications.
- Reviewed completed work to verify consistency, quality, and conformance.
- Monitored student productivity to provide constructive feedback and coaching.
- Provided ongoing training to address student needs.
- Complied with pre-determined policies, objectives, and communication goals.
- Resolved customer complaints and adjusted policies to meet changing needs.
- Built and strengthened positive relationships with students and parents.
- Prepared and maintained classroom environments appropriate for student learning and physical, social, and emotional development.
- Managed student behavior in classroom by establishing and enforcing rules and procedures.
- Encouraged student critical thinking and discussion using a variety of teaching techniques.
- Prepared and presented lesson plans in academic subjects using traditional and modern teaching techniques.
- Differentiated instruction according to student skill level.
- Engaged students and boosted understanding of material using focused instructional strategies and hands-on activities.
- Utilized behavior management skills to foster an environment conducive to student learning.
- Created and enforced child-based, hands-on curriculum to promote student interest and receptive learning.

- Established and enforced rules for behavior and procedures to maintain order among students.
- Enhanced lessons with modern technology, such as mobile devices and computers, to address common core goals.
- Created lesson plans and chose supporting materials to promote positive learning experiences.
- Planned and implemented lessons using various teaching strategies to meet diverse student needs.
- Engaged students through lecture and discussion, increasing classroom interaction to build inclusive learning environment.
- Remained calm and patient in student interactions to support individual growth and development.
- Met with parents to discuss students' progress and review areas requiring improvement.
- Tested students' comprehension of subject matter through quizzes, tests, and projects.
- Identified and documented learning achievements by reporting outcomes, performance information, and program adjustments used to boost comprehension.
- Performed student background reviews to ascertain learning deficiencies and strengths to develop tailored lessons based on student needs.
- Received recognition for contributions to innovative concepts in classroom instruction.

7/2022-7/2022 **Freelance Copyeditor** Assistant Media Group, Frisco, TX

- Edited documents and assessed copy for grammar issues, delivering error-free materials to clients.
- Proofread manuscripts and other forms of copy for general grammatical correctness, proper flow, and sentence layout.
- Proofread and reviewed print and electronic content for correct grammar and adherence to house style.
- Initiated document style discussions with management, resulting in streamlined and clear improvements to standard practices.
- Coordinated with marketing, communications, and curatorial departments to align documentation needs.
- Read, evaluated, and edited manuscripts or other materials submitted for publication.
- Developed story or content ideas, considering reader or audience appeal.
- Prepared, rewrote, and edited copy to improve readability.
- Wrote paragraphs, articles, and notices for publication.

- Proofed copy to detect and correct errors in spelling, punctuation, and syntax.
- Verified facts, dates, and statistics using standard reference sources.
- Conferred with authors regarding changes in content, style, or publication.
- Rehabilitated group image with strategic use of visual transformation.
- Provided leadership, insight, and mentoring to existing members.
- Used excellent verbal skills to engage customers in conversation and effectively determine needs and requirements.
- Identified mistakes in content, processes, or scheduling to communicate to project manager.
- Analyzed content for spelling and grammatical errors to maintain logic and clarity.
- Provided editing, fact-checking, and proofreading for various articles.
- Determined clearest and most logical way to present information and instructions for greatest reader comprehension.
- Managed multiple writing and editing assignments in dynamic environment.
- Recommended enhancements to articles for optimum readership.

Publications

Publications personally produced and/or been featured in as an effective means of self-promotion, image transformation and visibility, and community outreach.

October 2023

Rising Above the Stigma: You are Not Defined by Your Mental Disorder ft. Margaret Beaver *BEING SHARON GIBSON*, Paris, France

- Gathered and analyzed information to advocate safety, well-being, and progress.
- Presented to general public and outside agencies to raise awareness and garner support for initiatives.
- Presented professional appearance to produce tangible, positive impact.
- Strengthened online presence to capitalize on emerging trends.
- Bolstered brand awareness by creating and executing marketing campaigns.
- Introduced sales, promotions, and other brand initiatives to gain customer loyalty.

September 2023

Author, Activist, and Jack-of-All-Trades Margaret Beaver *Focus on Women Magazine*, Ellicott City, MD

- Gathered and analyzed information to advocate safety, well-being, and progress.
- Identified appropriate community resources and provided referrals for services.

- Presented to general public and outside agencies to raise awareness and garner support for initiatives.
- Collaborated with community providers to identify and engage natural supporters.
- Created positive product impressions by engaging with potential customers to increase sales opportunities.
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August 2023

Meet Margaret Beaver | Author & Activist Shoutout
DFW, Dallas, TX

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July 2023

Conversations with Margaret Beaver Voyage Dallas,
Dallas, TX

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- May 2023 **Interview with Author Margaret Beaver** Sassy
Reviews, Plano, TX
- Developed marketing collateral, such as media kits, websites, and magazine samples, to promote business.
 - Delivered access to national content to writers, editors, and proofreaders.
 - Wrote stories, articles, or newsletters for publication.
 - Rebranded overall image through new design development and marketing techniques.
 - Bolstered brand awareness by creating and executing marketing campaigns.
 - Introduced sales, promotions, and other brand initiatives to gain customer loyalty.
- June 2022 **inkwells.** Pegasus Elliot Mackenzie Publishers,
Cambridgeshire, ENG, UK
- Supported and counseled others with diverse health conditions.
 - Identified treatment goals based on individual diagnosis and history.
 - Developed communal programs that promoted community health and research.
 - Effectively administered advocacy and education.
- 2024 **Flowers for Papa** Pegasus Elliot Mackenzie
Publishers, Cambridgeshire, ENG, UK
- 2024 **Seasons: August's Collection** Pegasus Elliot
Mackenzie Publishers, Cambridgeshire, ENG, UK
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Skills

Skill Development
Academic Support
Customer Service
Materials Preparation
Community Resources
Classroom Management
Setting Learning Objectives
Documentation
Faculty Meetings
Activity Planning
Education and Training
Multidisciplinary Team
Collaboration
Student Developmental Stages
Instruction Differentiation
Social Integration
Educational Assistance
Relationship Building
Student Monitoring
Individual Instruction
Curriculum Development
Parent Communication
Positive Learning Environment
Motivational Techniques
Leadership and Inspiration
Course Planning
Enrichment Activities
Independent Decision-Making
Educational Technologies
Implementation
Outstanding Grammar
Grammar Instruction
Grammar and Linguistics
Reliable and Trustworthy
Networking
Creative and Resourceful
Verbal and Written
Communication
Creative Thinking
Research
Work Prioritization
Proofreading and Editing
Critical Thinking
Composition Lessons
Experience in Leadership
Team Building
Project Planning
Issue Research
Remote Office Availability
Problem Solving
Task Prioritization
Organizational Skills
Emotional Awareness
Community Outreach
Human Resources
Team Collaboration
Verbal and Nonverbal
Communication
Group and Individual
Instruction
Positive Role Model
Conflict Resolution
Proof Review and Approval
Error Correction
Content and Style Updating
Flexible Schedule
Article Writing
Revision Recommendations
Copy Editing
Spelling, Punctuation, and
Syntax
Originality and Creativity
Online Editing
Copy Proofreading
APA Style
Content Editing
Manuscript Evaluation
Superior Copywriting and
Editing Skills
Problem Identification
Deadline Attainment
Text Writing
Microsoft Office
Strong Attention to Detail
Story and Content Idea
Development
Editing and Proofreading
Copywriting and Editing
Writing Requirements
Design Development
Creative Writing
Idea Brainstorming
Content Creation
Content Development
Technical Writing
Press Releases
Creative Collaboration
Interpersonal Relations
Teamwork and Collaboration
Friendly and Personable
Follow Through
Adaptable Nature
Essay Writing
Writing Tutoring
Punctual
Entrepreneurship
Time Management

Accomplishments

11/2023

Donna Lynn Quille Award for Best Advocacy Prose
Focus on Women Magazine, Ellicott City, MD

- Recognized for superior philanthropic influence and social work by Joslyn Wolfe and team of *Focus on Women Magazine*.

2/2020

Topical Winner Live Poets Society of New Jersey, Turnersville, NJ

- Recognized for exceptional poetic talent and creativity in the "Of Love and Dedication" quarterly publication.

2/2020

Topical Winner Live Poets Society of New Jersey, Turnersville, NJ

- Recognized for exceptional poetic talent and creativity in the "Inside of Me" quarterly publication.
