

# Leslie F. Doyle

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## Summary

Professional with 10+ years of experience in education, non-profits, research, and healthcare, combined with writing and editing expertise in multiple style guides (also house styles). Broad-based background encompasses exceptional work ethic and commitment to organizational objectives. Proactive planner for growth through creativity and initiative. Certification in Health Information Technology in Implementation and Training, as well as training in grant writing and technical writing. Management of social platforms for higher education.

## Professional Experience

### **Student Support Specialist, Perkins Grant-Community College of Allegheny County, Pittsburgh, PA, January 2015-June 2017**

Assisted in Academic Intervention, Retention and Graduation projects through workshops and resource development. Used Perkins Grant and Ellucian databases to target at-risk student population. Directed formation of the CCAC North Campus Business Club to promote networking with local business leaders and formation of soft skills.

### **Learning Facilitator-Community College of Allegheny County, January 2014-2015**

Developed programs and workshops to improve student study skills, writing and reading

Used various forms of social media to engage and inform students. Worked with Kurzweil learning systems for students

Edited/Proofread student copy for academic papers and applications Researched and developed programs and technology to aid student retention

### **English Tutor- Community College of Allegheny County, Pittsburgh, PA – Sept. 2009-Jan. 2014**

Edited/Proofread student copy for papers, resumes, and applications. Develops preparatory workshops.

### **Private Tutor- Pittsburgh, PA- September, 1997- Present.**

Tutors Adults, School-age and English Second Language Students in English and Biology. Assists in Editing/Proofreading written materials as a writing coach. Assists with ESL culture accommodation. Coaches Public Speaking group.

### **Freelance Writer/Editor- September, 1997- Present**

Medical writing for Lippincott, Williams and Wilkins

Academic Editing and developmental editing for private clients

Curriculum writing for GardenWall Publications

Journalistic writing for *Pittsburgh Parent* and *Western Pennsylvania Healthcare News*

Grant writing/ fundraising letters/press releases for local Young Life Ministry  
Blog writing for Wyzant Corporation

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### **Freelance Consulting—**

RSMCM Management Consulting (EHR Implementation)

## **Education**

Bachelor of Arts (English, Minor: Psychology) – University of Alabama, Birmingham, AL, 1994  
Health Information Technology Certification – Community College of Allegheny County Certification, 2012  
American Copy Editors Society Certificate in Editing, 2016  
TESOL Certification 2018 (in progress)

## **Memberships**

American Copy Editors Society (2015-2016)  
Editorial Freelancers Association (2013- Present)  
American Medical Informatics Association (2012)

## **Awards**

Co-Recipient (Community College of Allegheny County), League for Innovation in the Community College's 2017 Innovation of the Year Award

## **Volunteerism**

Community College of Allegheny County: Worked with CCAC Family Foundation campaign to raise \$4500 from North Campus for scholarships and wrote grant for North Campus Food Pantry. (2017)  
Community College of Allegheny County: Worked on campus-wide committee for CCAC's 50<sup>th</sup> Anniversary (2016)  
North Hills Art Center: While working as a board member, I wrote grants which funded homeschool art festival (\$2000 each year for 2 years) and managed social media(2006)

