

Meredith Coleman McGee . . .

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www.meredithetc.com

• HIGHLIGHTS OF QUALIFICATIONS

| | | |
|-----------------------------|------------------------------|----------------------------------|
| Résumé Writing | Business Plan Writing | Power Point Presentations |
| Customer Service | Publishing | Bookkeeping |
| By-laws | Facilitation Skills | Small Business Start-Up |
| Retail Sales | Graphic Designing | Partnership Agreements |
| Paralegal Experience | Website Designing | Book Proposals |

• EXPERIENCE

- 2003-present Typing Solutions Résumés & Etc (www.typingsolutions.biz) Jackson, MS
Manager/Professional Writer
Manage and perform daily business operations including résumé writing, editorial assistance, general typing, bookkeeping, taxes, marketing, payroll, and administrative tasks. Prepare business plans, market research questionnaires, grant proposals, brochures, obituaries, leases, invitations, flyers, and work agreements. Type job and school admission applications, and immigration forms.
• *Assisted many business owners to obtain funds to start and or expand.*
- 2013-present Meredith Etc, a small press (www.meredithetc.com) Jackson, MS
Acquisition Editor/Publisher/Bookkeeper
Review book proposals, answer author inquiries, acquire and edit manuscripts, process manuscript files, create book covers, obtain book reviews, maintain the blog, coordinate author events, promote book titles, oversee the production and distribution of book titles, and produce marketing material.
Meredith Etc book title release dates:
• **Odyssey** (Oct 25, 2013)
• **Reverse Guilty Plea** (Nov 25, 2013)
• **Starkishia: Estrella** (May 18, 2014)
• **Southern Jewel: The Elements Within** (Aug. 15, 2014)
- 2011-present Mose Dantzler Press (www.mosedpress.com) Brandon, MS
Publisher/Bookkeeper
Responsible for maintaining the blog and records, and processing online transactions. Co-founded the company and designed the blog.
• *Published **Married to Sin** and **Casada al Pecado** - Spanish edition.*
- 2008-present Heirsskymall.com Inc. (www.shopheirs.com) Jackson, MS
Website Administrator
Responsible for maintaining the website, adding links into the sky mall, retrieving e-mails, maintaining the books, e-mail marketing, processing link agreements, answering inquiries, and producing promotional material and stock certificates.
• *Co-founded the company and developed the website.*
• *Obtained 100s of affiliate contracts for the corporation.*
- 2001-2002 Southern Echo, Inc. Jackson, MS
Community Organizer
Served as a community advocate for rural communities in the south; facilitated community meetings, educational redistricting trainings, and provided technical assistance to non-profit organizations. Prepared mapping projects using GIS Mapping software; assisted with bulk mailings and newsletter preparation.
• *Developed new redistricting training material.*
- 1999-2001 Voice of Calvary Ministries Jackson, MS
Assistant Director of Development

Responsible for procuring funds, grant writing, and donor relations. Supervised the department, trained volunteers and staff, produced publications, edited the newsletter, coordinated bulk mailings, developed community programs, prepared departmental reports, corresponded with donors, and planned events.

- *Launched and developed the Grassroots Leadership Institute.*
- *Restructured the organization's database.*

1994-1998 Mississippi Association of Cooperatives Jackson, MS
Assistance Business Developer

Prepared the quarterly newsletter, drafted correspondences, and assisted in the development of cooperative forms of businesses. Assisted senior level staff to prepare grant reports, and to develop presentations; maintained budgets, spreadsheets, and databases; organized special events and recorded the minutes.

- *Wrote and facilitated a leadership assimilation staff.*

1993-1994 The Jackson Advocate Jackson, MS
2004-present **Staff Writer/Free-Lance Writer/Contributing Writer**

Performed administrative tasks, conducted interviews, researched news worthy issues, proofread newspaper draft, and wrote articles.

- Contributed articles from 2004 to present
- Wrote free-lance articles in 1997

1988-1993 T S & M Super Stop formerly Sunrise Foods # 2 Jackson, MS
Owner/Manager

Responsible for supervising and performing the daily operations of a convenience store business including banking, ordering stock, bookkeeping, cash and inventory control, hiring, staff development, payroll, and taxes.

1988-1988 Owen & Owens Law Firm Jackson, MS
Paralegal

Responsible for researching case law, filing, and performing administrative tasks, Interned with the firm during the summer of 1985.

1987-1988 Mighty Taco Buffalo, NY
Assistant Manager

Responsible for banking, supervising employees, cash control, administrative tasks, conducting interviews, training new hires, overseeing food preparation and service, and preparing daily reports.

1986-1987 Sunrise Foods Jackson, MS
Shift Manager

Responsibilities included operating the cash register, purchasing and maintaining inventory, recording the cost and retail or prices, pricing and labeling resale items, stocking merchandise, cashing out the register, and performing office tasks.

1987-1987 Binder, Milner, & Milner Jackson, MS
Paralegal Temp

Organized the photographs, publicity articles, files, and reports for a high profile case on appeal.

• EDUCATION

06/2004 **MA Rural Community Development & Public Policy** Yellow Springs, OH
Antioch University McGregor

12/1986 **BA Legal Administration** Pensacola, FL
University of West Florida

• PUBLICATIONS BOOKS

McGee, M. (May 2014). **Casada al Pecado**. Brandon, MS: Mose Dantzler Press.

McGee, M. (Oct. 2013). *Odyssey*. Jackson, MS: Meredith Etc.

McGee, M. (March. 2013). *James Meredith: Warrior and the America that created him*. Santa Barbara, CA: Praeger Publishing.

McGee, M. (Jan. 2012/Jan. 2013). *Married to Sin*. Brandon, MS: Mose Dantzler Press.

- PUBLICATIONS

- POEM

McGee, M. (2006). *The stranger's spring*. Timeless Voices. Owings Mills, MD: The International Library of Poetry, Poetry.com, pg. 1.

- ARTICLES

McGee, M.C. (April 30-May 6, 2015). SOL: Engineering innovators, *Jackson Advocate*, 2A.

McGee, M.C. (April 30-May 6, 2015). Monroe's Donuts and Bakery opens 5th location in Jackson, *Jackson Advocate*, 1B.

McGee, M.C. (April 30-May 6, 2015). Taylor's Candy Company proves dreaming is essential to business success, *Jackson Advocate*, 2B.

McGee, M.C. (April 30-May 6, 2015). Ciné product line is all about body healing, *Jackson Advocate*, 2B.

McGee, M.C. (April 30-May 6, 2015). TCL – People who know taxes, *Jackson Advocate*, 3B.

McGee, M.C. (April 30-May 6, 2015). Martin's Furniture: The neighborhood department store, *Jackson Advocate*, 4B.

McGee, M.C. (April 30-May 6, 2015). The Webley's ancient beauty secret works magic on their customers, *Jackson Advocate*, 4B.

McGee, M.C. (March 26-April 1, 2015). Financial Wizard, friend to all, Debra McGee, *Jackson Advocate*, 3A.

<http://www.jacksonadvocateonline.com/archive-8th-april/?pIds=14095>

McGee, M.C. (March 26-April 1, 2015). Pam Junior: Guardian of Jackson's black history, *Jackson Advocate*, 1B.

<http://www.jacksonadvocateonline.com/archive-8th-april/?pIds=14062>

McGee, M.C. (March 26-April 1, 2015). Joi Owens: A crusader for the disabled, *Jackson Advocate*, 4B. <http://www.jacksonadvocateonline.com/archive-8th-april/?pIds=14103>

McGee, M.C. (March 26-April 1, 2015). Spotlight on seven southern authors, *Jackson Advocate*, 8B. <http://www.jacksonadvocateonline.com/archive-8th-april/?pIds=14166>

McGee, M.C. (March 26-April 1, 2015). Mily Trevino-Sauceda, a Mexican-American change maker, *Jackson Advocate*, 9B.

<http://www.jacksonadvocateonline.com/archive-8th-april/?pIds=14171>

McGee, M.C. (March 26-April 1, 2015). Starry Krueger: Mother of a movement to develop rural leaders, *Jackson Advocate*, 11B.

<http://www.jacksonadvocateonline.com/archive-8th-april/?pIds=14181>

McGee, M. C. (2012, Aug 9-15, 2012). **Mississippi's Got Talent.** *The Jackson Advocate*, p. 2A.

McGee, M. C. (2012, May 31- June 6). **Historic walk teaches basic principle.** *The Jackson Advocate*, p. Cover A.

McGee, M. C. (2012, May 31- June 6). **Sykes honors 74 students headed to middle school.** *The Jackson Advocate*, p. 17A.

McGee, M. C. (2012, May 31- June 6). **Galloway students receive sound advice from Merritt.** *The Jackson Advocate*, p. 12A.

McGee, M. C. (2012, May 17-31). **College grads end up with more than just a diploma in their hands.** *The Jackson Advocate*, [Featured story] p. 12A.

McGee, M. C. (2013). **James H. Meredith's biography, a living legend.** 1-8.

McGee, M. C. (2009, Nov 26- Dec 2). **Money, fees, and your future.** *The Jackson Advocate*, [Perspectives], p. 6A.

McGee, M. C. (2009, June 29). **200 miles for the poor and powerless.** The Mississippi Link, Online News.

McGee, M. C. (2009, June 11-17). **Meredith on the road.** *The Jackson Advocate*, [State/Metro], p. 3A.

McGee, M. C. (2009, June 25-July 1). **Last two miles of Meredith's Walk for the Poor.** *The Jackson Advocate*, [State/Metro], p. 3A.

McGee, M. C. (2009). **Civil Right Icon's vision for the poor.**

McGee, M. C. (2004). **Be patient when starting a new business.** *The Jackson Advocate*. July 15-21, 2004, 11A.

McGee, M. C. (2004). **Career advice, marketable resumes, strong cover letters, and the interview.** *The Jackson Advocate*. July 1-7, 2004, 11A.

McGee, M. C. (2004). **How can African Americans compete in today's job market.** *The Jackson Advocate*. June 24-30, 2004, 11A.

Coleman, M. (1997). **Overcrowded school top priority of new superintendent.** *The Jackson Advocate*. August 21-27, 1997, 5A.

Coleman, M. (1994). **Historically Black university in Jackson, Miss. to present television programming to local area.** *The Jackson Advocate*. March 17-23, 1994, 3A.

● PUBLIC RELATION POSITIONS

- | | | |
|-------------|---|-------------|
| 04/09-06/09 | James Meredith 200 Mile Walk for the Poor Media Coordinator/Event Planner Responsible for distributing announcements and press releases, and coordinating community meeting in various towns/cities near the walk route. | Jackson, MS |
| 04/09-06/09 | Dr. Judy Alsobrooks Meredith Media Coordinator Distributed e-mail and fax press releases and photographs regarding Dr. Meredith Age & Discrimination Lawsuit against JSU to local, national, and media outlets. | Jackson, MS |
| 01/09-08/09 | Moveon.org Jackson Council Media Coordinator Responsible for writing press releases, announcements, editorials, and distributing material to the media. | Jackson, MS |

● INVESTMENT CLUB

- | | | |
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| 1997-present | Heirs United Investment Club | Jackson, MS |
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Financial Partner

Maintain the books, prepare partnership K-1s and tax forms; distribute year end reports and maintain regular communications with partners (members) and officers. Ensure that the resolutions of the partnership are carried out; oversee investments and develop investment strategies.

- *Served as Presiding Officer from 1997-2007*
- *Founder*

- **VOLUNTEER POSITION**

1985-1986 Albritton & Gant Pensacola, FL
Paralegal Trainee
 Responsibilities included researching case law, drafting memorandums, performing administrative tasks, and drafting legal documents.

- **CAPSTONE PROJECT**

06/2004 Antioch University McGregor Yellow Springs, OH
 • **Characteristics and strategies of successful small business leaders,**
 1-63.

- **ACADEMIC HONORS**

01/2003 Rural Development Leadership Network New York, NY
 • **Recipient, Billie Jean Young Scholar**

- **MEMBERSHIP**

2013-present Clinton Ink Slingers, **Member** Clinton, MS
 2009-present Coalition for a Prosperous Mississippi, **Board Member** Jackson, MS
 2007-2012 Women for Progress, **Member** Jackson, MS

- **AFFILIATION**

1998-present Rural Development Leadership Network, **Rural Fellow** New York, NY

- **SOCIAL PRESENTATION**

06/2007 U.S. Social Forum Atlanta, GA
The History of Oppression and Poverty in MS

- **TRAINING WORKSHOPS**

2015 **Sell My Book – Buy My Book**
 Presented book industry facts, basic book promotional, marketing, and social media concepts relating to print books, and e-books.

2013 **Publish My Book**
 Workshop discusses basic concepts designed to guide aspiring authors through the writing process from the conception of a story idea to the manuscript outline, first draft, manuscript style, query/cover letter, and book proposal to getting a manuscript in print.

2009 **Saving 101: 4 Smart Kids & Teens**
 This learning module is an exercise that teaches participants how to develop a six year collective saving plan; the training activities challenges participants to save monthly, form or join an investment club, and discusses kid stock program options.

2004 **Personal Finance I & II**
 Financial goals, creating a safety nest, investing basics, credit, bookkeeping...

2003 **Rural Economic Development Trends**
 Characteristics of rural areas, economic development ...