

LISA C. HAYDEN ESPENSCHADE

SUMMARY OF COMPETENCIES

More than 12 years of professional writing and editing experience. Portfolio includes science articles, brochures, and Website content.

HIGHLIGHTS OF WRITING & EDITING EXPERIENCE

Freelance Writer, Scarborough, ME; July 1998 to present

- Corporate writing includes developing and editing promotional and technical texts for Web sites. Write and edit business correspondence and proposals.
- Write and edit medical interpreter training newsletters and manuals. Proofread and edited Russian-language materials for distribution to hospital patients.
- Write abstracts summarizing English- and Russian-language articles in performing arts journals.
- Wrote articles for trade and general interest publications. Hundreds of pieces cover drug discovery, genomics, fuel cells, semiconductors, economic development, and other specialized topics.
- Published essay about living in Russia, and service articles about international and Internet job searches.
- Wrote 1,400 trivia questions about the 1970s and 1980s for an Internet site.
- Write fiction and essays. Write blog, Lizok's Bookshelf, about Russian literature.

Institute of International Education, New York, NY/Moscow, Russia; August 1996 to June 1998
Director, Moscow Office.

- Co-edited *Returning to Russia* book with American Chamber of Commerce in Moscow.
- Converted print materials to Internet format for posting on Russian-English Web site.

United Way International, Alexandria, VA/Moscow, Russia; July 1993 to October 1994
Program Director.

- Edited Russian- and English-language newsletters for Russian nonprofit organizations and donors.

Hannaford Bros. Co., Scarborough, ME; July 1990 to August 1992
Communications Specialist.

- Wrote and edited copy for annual report, brochures, and newsletters.
- Designed and produced publications using desktop publishing.
- Assisted Environmental Committee in developing educational programs about environmental issues.

RELATED SKILLS

- Perform extensive Internet research in English and Russian. Highly proficient with Microsoft Word, Microsoft Publisher, and Adobe Acrobat.
- Work well independently from remote location using e-mail.
- Take deadlines seriously and enjoy troubleshooting.

EDUCATION

University of Pennsylvania, Philadelphia, PA

- Received Master of Arts degree in Russian Literature, August 1989.
- Received Bachelor of Arts degree in Slavic Studies, May 1985.

HONORS

- Listed in several editions of *Who's Who in America* and *Who's Who in American Women*.
- Won CASE Media Fellowship for journalists; participated in marine science program, May 2003.