

# Kira Moericke

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## Personal Profile

As a copyediting professional dedicated to correcting grammatical errors, I aim to make a positive impact in my career by polishing the written word for readers' consumption. My leadership ability and dedication to success are demonstrated by being a team player with strong written skills. It's my desire to work in a creative environment where I can continually apply my dedication to excellence, detail, and expertise, to ensure that projects stay on task and meet the highest of standards.

## Skills

- Literary Analysis** Ability to catch subtle grammatical and AP style errors
- Technical** Proficient in Microsoft Word, PowerPoint, and Excel. Knowledgeable on using social media (Facebook, Instagram, TikTok) for business purposes
- General** Able to manage time efficiently and consistently meet deadlines. Strong verbal and written communication skills

## Work Experience

### Self-Published

Author

December 2017 – Present

- Wrote and edited 14 full-length Young Adult books for grammar, flow and plot holes
- Format books to fit Kindle Direct Publishing guidelines
- Marketed books on Facebook, Instagram, and TikTok through videos and paid ads
- Collaborate with others to create audio-books of published works

### Bergstrom Cadillac and Chevy

Appleton, WI

Detailer

December 2022 – Present

- Gassed and cleaned new cars for the lot
- Made sure that cars were cleaned inside and out for customer satisfaction
- Made sure that work area was clean and safe to perform duties
- Worked well with others to achieve common goals
- Showed leadership skills in directing other coworkers on what to do

### Play and Grow Learning Center

Greenville, WI

Assistant teacher

January-October 2022

- Organized creative activities for the children each day
- Developed lasting relationships with co-workers through interpersonal skills
- Worked proficiently in a fast-paced environment
- Helped solve disputes between the children
- Kept the room clean to create a safe environment

### Freelance

Copy Editor

February 2022

- Edited a 53,000+ word true-crime book for correct grammar and punctuation
- Changed AP-style to MLA-style to fit the proper book format
- Gave suggestions for improvement, such as adding more descriptive detail so that the story didn't read like a newspaper
- Was able to hand back all edits in a designated timeline

## Education

### University Of Wisconsin - Oshkosh

Oshkosh, WI

Multimedia Journalism

September 2017 – December 2021