

**Michelle Troutman**  
**Fairfield, ME 04937**  
**(207) 332-8379 (cell)**  
[michelle@classywriting.com](mailto:michelle@classywriting.com)  
[classywriting.com](http://classywriting.com)

## SKILLS:

- Computer skills include word processing, web page creation, graphics editing, and data entry; Windows 10, MS Office, Adobe Photoshop, Adobe Acrobat, Adobe InDesign, Asana, MS Outlook, MS Internet Explorer, Firefox, HTML, CSS, MailChimp, Constant Contact, Survey Monkey, WordPress, LawLytics, Search Engine Optimization (SEO), Salesforce, Slack, G-Suite, Zoom
- Typing: 70 WPM

## WRITING AND EDITING

Classy Writing  
**Freelance Writer & Editor**  
[classywriting.com](http://classywriting.com)  
Waterville and Fairfield, Maine  
February 2013 to present  
Wrote and edited articles, newsletters, press releases, blog posts, etc., for businesses, non-profits, and publications, including law firm Berman & Simmons, The Highlands retirement community, and The Winthrop Lakes Region Chamber of Commerce.

Con-Way Freight  
**Voices and Values Team Newsletter Editor**  
Sidney, Maine  
October 2011 to August 2013

- Designed, edited, and wrote content for monthly employee newsletter
- Gathered articles from columnists
- Emailed to employees and arranged for printing of paper copies

Kennebec Valley Community College  
**Newsletter Editorial Assistant**  
Fairfield, Maine  
September 2008 to April 2009

- Gathered articles from columnists
- Helped with layout and design
- Proofread, edited images and columns for monthly school newsletter *Student Matters*

Waterville Main Street  
**Newsletter Editorial Assistant & Columnist**  
Waterville, Maine  
May 2008 to February 2012

- Compiled and edited images, design, and copy for the monthly e-newsletter *What's Up in Downtown*
- Took pictures and wrote monthly column *Meet Me Downtown* featuring downtown Waterville businesses and business owners

## EDUCATION

University of Maine at Augusta  
**Bachelor of Applied Science**  
Augusta, Maine  
Graduated with honors May 2011  
**Major: Applied Science; Minor: Business Administration**

- Cumulative GPA: 3.6
- Courses taken included Organizational Behavior, Web Applications, Sociology of Minorities, International Business, Interviewing and Counseling, and Document Design and Presentation

Kennebec Valley Community College  
**Associate in Applied Science – Business Administration**  
Fairfield, Maine  
Graduated with honors May 2009  
**Major: Marketing/Management**

- Cumulative GPA: 3.6
- Courses taken included Microeconomics (Economics I), Macroeconomics (Economics II), Software Applications, Principles of Accounting, Marketing, Intro to Communication, Critical Thinking, Personal Selling and Advertising, and Supervisory Management

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### ***AWARDS & RECOGNITION***

The May and July 2013 editions of the Voices and Values Team newsletter I created for the Sidney Con-Way terminal were featured on Con-Way's Freight TV.

**Downtown Volunteer of the Year** - 2009, Maine Development Foundation

### ***CERTIFICATIONS***

HubSpot Academy Email Marketing – October 2020 to November 2022  
HubSpot Academy Content Marketing – September 2020 to October 2022  
HubSpot Academy Inbound Marketing – March 2021 to April 2023  
HubSpot Academy SEO – September 2020 to October 2022  
Moz SEO Training Course – January 2019