

MEREDITH COLEMAN MCGEE

ABOUT

Over 30 years of business experience including small business consultancy; bookkeeper, editor, retail manager professional writer, graphic designer, typist, blog developer, customer relations...

EDUCATION

Antioch University Midwest

Yellow Springs, Ohio

MA, Rural Community Development & Public Policy

University of West Florida

Pensacola, Florida

BA, Legal Administration

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of S Corp, Partnership K1s, taxes and formation
- Excellent communication skills
- High achiever
- Small business start-up
- Partnership Agreements
- By-laws
- Facilitator
- Power Point Presentations
- Newsletter/Newspaper Writer

COMMUNITY LIBRARY MISSISSIPPI

Chair and coordinate the Jackson Book Festival, Jackson Book Festival Poetry Contest, an annual Spelling Bee, Learning Tree Book Club, and more.

BOOK PUBLICATIONS

Mississippi Blues: 1900-2025

Billie Holiday: Jazz Singer

Every Inch Love Will

James Meredith: Warrior and the

America that created him

My Picture Dictionary

My First Book Series

EXPERIENCE

Typing Solutions Résumés & Etc

Manager, Jackson, Mississippi, 2003-present

Write résumés, cover letters, book proposals, business letters, small business and marketing plans. Design brochures, funeral programs, flyers... Type deeds and reports. Laminate, scan, and edit documents.

- Developed over 40 small business plans

Meredith Etc

Author/Publisher, Acquisition Editor

Jackson, Mississippi, 2013 to present

Review book proposals, acquire and edit manuscripts, create book covers, maintain the blog, process royalty statements, coordinate book festivals, host virtual book talks, promote books, oversee book production & distribution.

- Produced 42 books

CONSULTANT PROJECTS

Mississippi Office of Vocational Rehabilitation for the Blind,

Jackson, Mississippi, 2024-2026

Facilitated writing and editorial training for Blind instructors at the Emerge Center in Long Beach, MS; coached trainees to tabulate cost and pricing strategies and to develop vending operating business plans; created a marketing plan to revamp a vending machine business and drafted content for an historical (1936-2026) magazine.

Southern Echo, Jackson, Mississippi, 2022-2023

Participated in organizational redistributing and community forums; drafted and distributed redistricting educational articles to local groups and media outlets.

References are available upon request

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