

Patricia A. Crider
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Profile

Candidate is a diligent, creative writer who focuses on journalistic essays and creative nonfiction to reach an established group of readers. Has the ability to research and write articles of high quality and avoiding grandiloquent language which alienates readers and hinders acquiring useful knowledge from the written word. Experience in traveling journalism, photo journalism, news articles, fictional and nonfiction stories. Strong management skills and a proven ability to complete quality projects within the stated deadline. A keen background in business, both private and state regulated.

Major Achievements

- Graduate of Dover Area High School Class of 1989
- Acceptance to York College of Pennsylvania Class of 2014
- Consistent achievement of Dean's List status
- Member of the International Honors English Society *Sigma Tau Delta*
- Online Editor and Features Writer of York College's campus paper *The Spartan*
- Writer of the popular blog site *Girlboxer1970.com*
- Intern and Featured Writer at Stage of Life, a non-profit literacy website
- *The Church of GA* was published in *The York Review*, a yearly collection of out-standing works at YCP
- Panelist on a New Religious Movements roundtable event and presenting *The Church of GA*
- Two works accepted into the Annual Juried Student Art Exhibition at YCP
- Work-shopped story drafts and ideas with best-selling authors: David Shields, Ben Percy, Maggie Koerth-Baker, Jonathan Maberry, Ellie Slott-Fisher, Susan Gregory Thomas, Nancy Eshelman, Dick Hammerstrom and Austin Kleon

- Attended writing conferences at Gettysburg College, Philadelphia, PA and York College of PA
- Winner of the Florence Kerigan Memorial Scholarship for the 2013 Philadelphia Writers' Conference
- 1st place in nonfiction at the 2013 Philadelphia Writers' Conference for essay titled *The Prison Visit*

Career History

- Undergraduate student at York College of Pennsylvania 2010-present
 - Junior Intern at StageofLife.com duties: create new post content, read and choose winning submissions to monthly writing contests, contact local high schools for public speaking engagements about the website content and how it is beneficial to teachers and students alike.
 - Maintain a journal of all internship work created and hours logged
- Creator/co-owner of a registered moving company York, PA 2005-present
 - Filed all proper licensing and registration to insurance companies and taxing agents
 - Developed logos, brochures, postcards, company website, office templates, and referral program with tracking results
 - Managed office of approx. 6 including payroll, tax filing, invoicing, phone calls, credit charges, client check payments
 - Interviewed applicants, completed full background checks, credit checks, drug testing, arranged flights, storage rentals, house packing services, estimates
 - Supervised moves and house packing, assisted by 1-6 employee(s)
 - Communicated with all offices necessary, complied with all mandatory paperwork, attended to customer and employee issues, dismissal of employees
 - Hired part-time secretary to assist with office duties, trained for 6 months

- Relinquished all office management duties to secretary in 2009
- Certified Tax Technician for The PA Dept of Labor & Industry 2001-2005
 - Completed one year tax training in Unemployment Compensation in 2003
 - Duties: receive and review employer's UC taxes: calculate/determine tax status, issue vouchers for ledger changes, e-mail work assignments to agents assisting in the field, create client files, billing/refunds, file bankruptcies, liens, sheriff sales, deferred applications, partial and full transfers of businesses
 - Review and handle UC credits and charges for non-profit organizations completed all work assignments given in a timely and accurate manner
 - Retired at end of 2004 to establish a small business
- Assistant Store Manager of The PA Wine & Spirits Shoppe 1998-2001
 - Attended to liquor sales, consumer needs
 - Supervised full and part time clerks
 - Completed daily paperwork and sales logs
 - Controlled credit and cash receipts
 - Implemented general promotions
 - Ordered supplies, spirits, wine and special requests
- Retail Clerk for The Pennsylvania Wine & Spirits Shoppe 1993-1998
 - Part-time employment seasonally
 - Permanent employment in 1995
 - Attended required training in customer relations, wine tasting and sales

