

## Barbara Beyer

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(303) 726-9405 wordsmithlady@gmail.com

**Overview:** Publishing coordinator, editor and office administrator with over 30 years of experience in non-profit publications including books, magazines, curriculum, online, and conference materials.

**Skill Set:**

<input type="checkbox"/> Excellence in fast-paced, deadline-driven environment	<input type="checkbox"/> Highly organized
<input type="checkbox"/> Calendar planning/coordination	<input type="checkbox"/> Attention to detail
	<input type="checkbox"/> Self-starter

### **Career Experience:**

GMI, Colorado Springs, CO

**Publishing Coordinator:** Responsible for managing book publishing process from planning stages through editing, proofreading, design, printing, marketing, and distribution.

Life Choices, Longmont, CO

**Communications Coordinator:** Responsible for planning and following through on all publications including regular newsletter and Constant Contact communication.

Officers' Christian Fellowship, Englewood, CO

**Associate Editor:** Responsible for COMMAND magazine, CONNECTED newsletter, and updating the OCF website. Solicited and reviewed incoming articles, planned issues, and worked with authors and team members. Edited and managed publication of several books.

International Network of Children's Ministry, Castle Rock, CO

**Director of Publications:** Responsible for all publications from the idea stage through writing, editing, designing, print-buying, advertising, and mailing; within budget and on time.

Association of Christian Schools International, Colorado Springs, CO

**Missions Project Coordinator:** Responsible for creating, editing, designing, and planning distribution of annual project. Worked with a team of volunteers to promote missions in Christian schools across America. Represented ACSI at conventions across the country presenting the materials created.

**Formal Education:** Lincoln Christian University, Lincoln, IL

**Continuing Education:** University of Cincinnati, Cincinnati, OH  
Front Range Community College, Westminster, CO

**References:** Personal and professional references provided upon request

**Publications:** Samples of publications provided upon request