

Betty L. Groenhout

bettie.groenhout@gmail.com • 616.334.8233

3043 Rivervale Dr.
Grandville, MI 49506

Objective

To secure a full-time professional writing position.

Education

Grand Valley State University – Allendale , MI

Bachelor of Arts in Professional Writing

- Expected Graduation: April 2008
- GPA: 3.85

Experience

Expedia, Inc. – Grand Haven, MI

October 2006-Present

Content Writer

- Wrote property descriptions for specialty lodging on the Hotels.com website
- Loaded completed content onto the site using a content management system
- Revised and edited existing content to new styles
- Handled change requests from marketing managers

Skills

- Proficient in Adobe Indesign, Fireworks, Dreamweaver, Microsoft Word and Excel
- Web design: CSS and HTML based
- Experience with content management systems
- Proficient in research and information verification

Activities

- **Vinette: A Professional Writing Gallery (GVSU)** Allendale, MI
Associate Editor 2005-Present
 - Reviewing submissions to the gallery, and selecting those to be published
 - Assisted in creating brochures and flyers
- **GVSU Senior Citizens Club**
General Assembly Member 2007-Present
 - Visited area nursing homes
 - Put on events and dances for local seniors
- **Habitat For Humanity**
Site Host
 - Checking volunteers in and out of the site

Notable

Accomplishments

- Published in Vinette 2007