



Naomi Schmidt

Richmond, MI

schmidtediting@gmail.com

(586) 221-3981



Skills

Computer: Microsoft Office Suite, Google Workspace, Adobe Creative Cloud, Quickbooks

Language: English (Fluent), Spanish (Proficient)

Education

University of Denver | Bachelor of Science - Molecular Biology

SEPTEMBER 2018 - NOVEMBER 2021 | DENVER, CO

Overall GPA: 3.43

- Minors in Chemistry and Psychology
- Participated in GlobalRes and the Wellness LLC

Experience

Naomi Schmidt Editing | Freelance Copy Editor

APRIL 2024 - PRESENT | RICHMOND, MI 48062

- Completed comprehensive edits of three novels to date.
- Beta-read novels of all genres and created a unique beta-reading report.
- Managed all social media and marketing.

Richmond New Holland | Parts Specialist; Service Writer

FEBRUARY 2022 - MARCH 2024 | RICHMOND, MI 48062

- Researched agriculture and construction parts for members of the community and created invoices.
- Wrote work orders and submitted warranty claims for the Service Department.
- Created social media posts and edited advertisements.
- Processed shipments coming into and going out of the company, received packages into the facility and packaged parts being sent to other dealers and customers.

Hotsy Equipment of Northern Colo. | Inventory Manager; Office Assistant

JUNE 2021 - JANUARY 2022 | GREELEY, CO 80631

- Created a system for inventory, expanded the parts area and organized all parts.
- Created invoices for service and parts; distributed invoices for payment.
- Managed records for sold units.

University of Denver LLC Office | Office Assistant

SEPTEMBER 2019 - NOVEMBER 2021 | DENVER, CO 80201

- Coordinated with community members and faculty members for events and donations.
- Assisted with events for the Living and Learning Community.
- Proofread all letters and emails being sent, edited the blog posts and website pages.