

MARISSA D. WALKER

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PROFESSIONAL SUMMARY

Detail-oriented professional experienced in writing, editing, and proofreading technical content for clarity, consistency, conciseness, and grammatical correctness. Experienced in applying the principles of plain language and user experience to improve internal and public-facing documents and reports.

HIGHLIGHTS OF QUALIFICATIONS

- Excellent project management, problem-solving, attention to detail, collaboration, and communication skills
- Certificate in Editing from University of Chicago's professional development program (December 2023)
- Master of Arts in Technical Communication from Texas Tech University (May 2023)
- Technical skills: MS Office, Adobe Acrobat, Google docs; familiarity with Figma and InDesign
- Solid experience working with The Chicago Manual of Style and familiarity with Associated Press style
- Member of Editorial Freelancers Association since 2021

WORK HISTORY

FREELANCE EDITOR AND PROOFREADER — Tampa, FL, and Washington, DC (part time) 8/2020 – Present

- Edited two chapters of an airport master plan and the executive summary of an airport obstacle action plan.
- Edited an analysis of runway extension alternatives for an airport-related environmental assessment.
- Edited, formatted, and proofread the introduction, twelve chapters, and bibliography of a 433-page history manuscript published by Cambridge University Press in November 2024.
- Integrated equipment lists into a master worksheet and proofread the narrative for a FEMA grant proposal.
- Edited a 51-page academic article for publication in a humanities anthology.
- Edited and formatted two versions of a memoir: a 260-page version and a 284-page version.
- Proofread a nine-page humanities fellowship application (2,237 words), including the bibliography.

ATTENDED GRADUATE SCHOOL

1/2020 – 5/2023

PASCO COUNTY SCHOOL DISTRICT — Land O' Lakes, FL

Auditor

12/2013 – 10/2020

- Planned and performed school audits to verify compliance with district policies and accounting procedures.
- Conducted entrance interviews with school principals and bookkeepers to gather evidence for audit planning.
- Analyzed source data to determine compliance with accounting procedures and identify potential errors.
- Prepared clear and objective audit reports describing the audit scope, evidence gathered, and audit findings.
- Followed up and monitored the implementation of current and prior year corrective action plans.
- Conducted annual audits of fixed assets and inventory and reconciled discrepancies in the asset records.
- Received award for Exemplary Performance for compliance work related to a high school audit.

FLORIDA DEPARTMENT OF REVENUE — Tampa, FL

Auditor

8/2009 – 11/2013

- Performed audits of local businesses to assess their compliance with Florida sales and use tax laws.
- Compared data from accounting records, corporate tax returns, and source documents to verify data accuracy.
- Conducted specialized tax research, data integrity analysis, sampling of transactions, and transaction testing.
- Prepared workpapers documenting the audit procedures performed, sampling methods used, tax liability calculated, and relevant issues discussed, maintaining and safeguarding the confidentiality of the information.
- Drafted audit reports and prepared detailed exhibits presenting the identified compliance errors.

Integrity, commitment, accountability, reliability, confidentiality, and professionalism

ACTION SALES AND MARKETING LLC — Tampa, FL

Accountant

4/2007 – 8/2009

- Managed the financial operations of the wholesale marine equipment business, including cash management, accounts payable, accounts receivable, inventory management, payroll reporting, and month-end closing.
- Performed account analyses and reconciliations, inventory counts, expense tracking, and process reviews.
- Prepared profit and loss statements, inventory reports, vendor reports, sales tax filings, and journal entries.

EDUCATION

UNIVERSITY OF CHICAGO — Professional Development Program

Certificate in Editing

TEXAS TECH UNIVERSITY

Master of Arts in Technical Communication

Graduate Certificate in Grants and Proposals

UNIVERSITY OF SOUTH FLORIDA

Bachelor of Science in Accounting