

ELIZABETH POWELL

EXPERIENCE

2012 - Present | [Freelance Writer](#) | [Liz Powell Consulting](#) | Norfolk, VA

- Provide research, content creation, and instructional design services

2022 - 2023 | [Operations Manager](#) | [Satchidananda Ashram](#) | [Yogaville, VA](#)

- Managed daily operations, including general operations, reception, kitchen, housekeeping, guest services, and volunteer programs
- Served as a member of the leadership team to coordinate the post-pandemic reopening process, policies, and procedures
- Collaborated with farm staff to provide organic vegetables for vegetarian kitchen serving up to 200 guests a day

2015 - 2022 | [Head Librarian](#) | [Slover Library](#) | Norfolk, VA

- Lead daily library operations, overseeing collection development, material circulation, and patron services
- Facilitated strategic planning, budget development, community partnerships, and staff organization and development
- Managed and supported staff and volunteers through interviewing, hiring, training, and professional development
- Performed collection purchasing, grant writing, and internal policy and procedure development

2012 - 2013 | [Content Developer](#) | [Saylor Foundation](#) | Washington DC

- Managed editing and course design process for non-profit, online college courseware provider; supervised panel of editors
- Consulted with academic professors and subject matter experts to ensure quality courseware
- Maintained and updated all content development policies, procedures, and guidelines

2008 - 2011 | [Technical Writer](#) | [Technology Transfer Services](#) | Tampa, FL

- Researched and wrote copy for Web site, proposals, reports, press releases, course catalogs, and marketing material
- Managing editor for eLearning development; maintained organizational style guides, policies, and production processes

EDUCATION

April 2011 | [Costa Rica TEFL](#) | [Samara, Costa Rica](#)

Completed 160 hours of training for English teaching certification

December 2010 | [University of South Florida](#) | Tampa, Florida

M.A. in Library and Information Science; 3.9 GPA

December 2007 | [Old Dominion University](#) | Norfolk, VA

B.A. in English with an emphasis in Professional Writing; 3.6 GPA

ABOUT

With over 15 years of experience in content development, education and training, and public service, I aim to provide essential and meaningful research and information services. I enjoy working with organizations to create accurate and culturally responsible content and deliverables.

PROJECTS

Project experience with local and federal government sectors, small businesses, international companies, non-profit organizations, and educational institutions.

See portfolio and writing samples: Lizpowellconsulting.com

CAPABILITIES

Writing, editing, content creation
Research and reference
Instructional design
Policy and procedure development
Grant writing
Budgeting
Program development
Event management
Coaching, mentoring, team building
Community outreach

CONTACT

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