

Tanya Mykhaylychenko

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WRITING CONSULTANT • COPY EDITOR

Writing and editing for career advancement, academic publishing, and business growth

I am a customer-focused and highly recommended professional resume writer and copy editor with a background in teaching university writing courses in the U.S. and Canada. With a Master's degree in English from a writing-intensive program at Colorado State University and 12+ years of professional experience, I approach each project by carefully considering the client's goals, industry standards, requirements, and the audience for a particular text.

PROFESSIONAL EXPERIENCE

SELF-EMPLOYED, Montreal, QC, Canada

2014–Present

Copy Editor

- Review texts for clarity, impact, grammatical correctness, spelling, punctuation, and consistency of style and facts.
- Clients include businesses, publishers, academic authors in the U.S. and Canada, and graduate students.

Resume Writer

- Transform clients' career histories into concise resumes that stand out in clarity, capture measurable achievements, and demonstrate how the value was delivered (1,500+ resumes written to date for clients from various industries).

Language Assessment Writer • Paragon Testing Enterprises, a subsidiary of the University of British Columbia

- Edited and created original texts and test items for the Canadian English Language Proficiency Index Program ([CELPIP](#)) accepted by Immigration, Refugees and Citizenship Canada (IRCC) as proof of English language proficiency.

Translator • Rodovid Press and the Holodomor Research and Education Consortium at the University of Alberta

- Translated 1,000+ manuscript pages of oral history interviews from the Ukrainian into English for [Transformation of Civil Society: An Oral History of Ukrainian Peasant Culture of the 1920-1930s](#) by William Noll (2019).

TELUQ UNIVERSITY, Montreal, QC, Canada

2014–2018

Online English Tutor (ESL & Writing) • Placement Test Evaluator

- Created a personalized learning environment for ~700 adult learners (speakers of French, Persian, Chinese, Korean, and Arabic languages) via email, phone, and one-on-one video conferences in a series of four full-time [intensive courses](#).

VITAVER & ASSOCIATES, INC., Fort Lauderdale, FL, USA

2012–2014

Proposal Writer, IT Staffing Services

- Created an extensive boilerplate library, wrote and submitted 60+ proposals, and expanded operations to 10+ new states.
- Wrote and edited content for the online recruiter training; set up and transferred learning management system operations to a team of three trainers, increasing the onboarding efficiency and saving up to eight hours of each trainer's time per training.

SMARTHINKING, INC., A PEARSON COMPANY, Washington, D.C., USA

2009–2011

Online Writing Lab Tutor

- Provided ~2,000 hours of writing tutoring for the undergraduate and graduate students in the U.S. and Australia.
- Recommended improvements to thesis, content, organization, grammar, and format (MLA, APA, and Chicago styles).

COLORADO STATE UNIVERSITY, Fort Collins, CO, USA

2007–2009

Graduate Teaching Assistant | Editorial Intern at the Center for Literary Publishing, home of *Colorado Review*

- Taught six sections of first-year writing course [CO150](#) which presents writing as a rhetorical and recursive practice.
- Graded writing electronically, provided one-on-one advising during office hours, and created content for the [course web page](#).
- Designed lesson plans, handouts, in-class writing exercises, and discussion activities to supplement the common syllabus.

EDUCATION & PROFESSIONAL DEVELOPMENT

CDPB102: Copyediting for Books, Journals, and Reports ▪ Ryerson University, Toronto, ON, Canada

2017

Master of Arts in English (Literature), GPA 3.87 ▪ Colorado State University, Fort Collins, CO, USA

2009

Bachelor of Education in Teaching English as a Second Language ▪ State Pedagogical University, Ukraine

2006

Academic fellowship, English and Gifted Education, GPA 4.0 ▪ University of Nebraska, Kearney, NE, USA

2004–2005