

Frances E. Fahey
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Writer and Editor
Resumes | Proofreading | Copyediting

- Skilled writer, editor and entrepreneur with 30+ year career in human resources, business and government.
 - Knowledge of wide range of style manuals, including *Chicago Manual of Style*; *Associated Press Stylebook*; and *Publication Manual of the American Psychological Association*.
 - Certified Professional Résumé Writer (CPRW), Prof. Assoc. of Résumé Writers & Career Counselors.
 - Customers include originators of fiction and nonfiction manuscripts, dissertations, business publications, screenplays, resumes and bios, press releases, websites, blogs and other social media content.
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Professional Experience

Owner, Fran's Fine Editing 2008–present
Easthampton, MA

Founded and operate business as a sole proprietor. Have provided copywriting, editing and proofreading services to approx. 400 businesses and individuals since 2008; design and prepare resumes and cover letters; write own blog, newsletter, and Facebook and LinkedIn business pages; handle all financial, marketing, networking and other business-related activities; keep up to date on latest technology, marketing techniques and business processes. Corporate contracts include Harvard Business School, Fidelity Investments, and University of Massachusetts, Amherst.

Commonwealth of Massachusetts, Human Resources Division, Boston, MA 1980–2006

Director of Policy and Policy Analyst, 2003–2006
Deputy Director of Workforce Management Group, 2002–2003
Director of Governor's Program on Work/Life and Diversity, 2000–2002
Director of Special Projects, 1995–2000
Assistant Director, Classification and Compensation, 1985–1995
Senior Personnel Analyst, 1982–1985
Personnel Analyst, 1980–1982

Served in progressively responsible professional and managerial positions in the fields of public administration and human resources for over 60,000 employees and 80+ state agencies. Responsibilities included:

- Design and administer wage and salary plans, performance appraisal systems, diversity programs and other human resource programs.
- Recruit, hire, train, supervise and evaluate staff (up to 15 people).
- Plan, schedule and manage large, multi-stage projects.
- Research, develop, write and implement new and revised policies, manuals and procedures.
- Negotiate contracts with vendors (RFPs).
- Perform recruitment and hiring duties for own and other state agencies.
- Design training materials and train employees in formal classroom settings.
- Conduct formal hearings and resolve employee appeals.
- Develop and update information for public website and state intranet.

Technical Skills

Microsoft Office, Microsoft PowerPoint, Microsoft Excel, Microsoft Publisher, Adobe Acrobat DC Standard, Constant Contact, Outlook

Awards

- President’s Award, The Chamber of Greater Easthampton** 2018
Award for work with The Chamber’s Marketing Committee, rebranding campaign, copywriting and volunteerism.
- Recipient of the Manuel Carballo Governor’s Award for Excellence in Public Service** 1992
Award is presented by the Governor once a year to the top ten individuals working for the Commonwealth of Massachusetts, out of a total workforce of 60,000 state employees. Recognized for development and implementation of successful pay for performance system for 3,000 state managers, in use for over 10 years.

Education and Certifications

- Certified Professional Résumé Writer, Professional Association of Résumé Writers & Career Counselors 2012
- Courses in Executive Management topics, Kennedy School of Government at Harvard 1996–2000
- Benefits Administration, Statistics and Compensation Admin., American Compensation Assoc. 1992–1995
- Management Certificate Program, Commonwealth of Mass. 1985
- Job Evaluation and Wage and Salary Administration, American Management Assoc. 1978
- Personnel Administration I, AAIM 1977
- BA in Psychology, Stonehill College; High Honors, National Honor Society 1973

Professional Affiliations

- Board Member and Secretary, The Chamber of Greater Easthampton 2012–present
- Member, Professional Association of Résumé Writers & Career Coaches 2012–present
- Member, Editorial Freelancers Association 2012–present
- Member and Volunteer, Women Business Owners Alliance of Pioneer Valley 2010–present
- Member, Women’s Business Network of Southeastern Massachusetts (Secretary, 2009–2010) 2009–present

Volunteer Leadership

- Co-founder, Secretary, and Board Member, Committee of Ten Thousand (501(c)3 organization advocating for people with hemophilia and HIV*) 1990–1995
- Member, organizing committee for BAMSI Annual AIDS Walk 2002–2010

Websites

- Business Website and Blog <https://www.fransfineediting.com>
- LinkedIn Profile <https://www.linkedin.com/in/franfahey>
- Business Facebook Page <https://www.facebook.com/FransFineEditing>