

# REBEKAH T. MCKAMIE

Calhan, CO 80808

rebekahtynemckamie@gmail.com

LinkedIn.com/in/rebekahtynemckamie/

---

## QUALIFICATIONS SUMMARY

Highly skilled and educated writer adapted to multiple disciplines, mediums, and workplaces. Consistent team-oriented asset with high moral integrity.

## EDUCATION

### Master of Arts: Professional Writing

*Liberty University (Projected Graduation December 2024)*

**Relevant Coursework (including courses in progress):** Workplace Writing. Research Methods. Professional Writing in the Disciplines. Technical Writing. Grant Writing.

### Master of Arts: Composition (& Rhetoric)

*Liberty University (2021)*

Graduate with High Distinction, Grade Point Average: 4.0

**Relevant Coursework:** Classical and Modern Rhetoric. Composition Studies. Creative Nonfiction. Editing and Publishing. Writing as Cultural Engagement.

### Bachelor of Arts: Music

*Adams State College (2007)*

Graduated Cum Laude

## WORK EXPERIENCE

### Administrative Assistant

*Rindy's Tax and Accounting (December 2023–May 2024)*

Responded to customer service matters by phone, email, and instant messaging. Reviewed and transmitted tax returns for preparers. Maintained and organized sensitive client data and tax records in virtual and physical files. Created system for appointment scheduling. Composed comprehensive tax return guide.

### Book Editor

*Settings Christian Publishing, LLC (February 2020–August 2024)*

Evaluated manuscripts for structural concerns, editing needs, and audience sensitivity within the Christian space. Assisted in the development and revision of manuscripts and revised books for sentence structure, grammar, and mechanics. Maintained and organized business records.

### Homeschool Administrator

*McKamie Homeschool Academy (August 2013–Present)*

Facilitate learning across all school subjects, elementary through high school. Developed writing curriculum. Create and implement individualized education plans based on state requirements. Maintain and organize student attendance records, progress reports, and standardized testing results. Coordinate extra-curricular activities, volunteer opportunities, and college and career preparation.

**Child-Care Provider***(August 2007–July 2013)*

Provided all care for three to five children from birth to age five. Facilitated medical and personal support for special needs children. Coordinated sports, enrichments, and preschool activities. Taught preschool level education skills and hygiene.

**Office Assistant (Work Study Position)***Adams State College Music Department (August 2004–May 2007)*

Created programs and marketing materials for concerts and recitals. Oversaw student recital attendance. Maintained office filing and mailing systems.

**VOLUNTEER EXPERIENCE****Church Ministry Volunteer***Rocky Mountain Calvary: Ellicott Campus (September 2017–Present)***Church Bulletin**

Write descriptions for events and public-facing church information. Edit internal communications and community outreach marketing materials.

**Interim Worship Director**

Select music, audition worship team members, and lead rehearsals for all weekend services. Communicate with team members and pastoral staff using computer applications, email, and text.

**Youth Ministry Leader**

Co-founded youth ministry at a new church campus. Established ministry vision and mission. Plan events and coordinate youth volunteer opportunities. Lead ladies' small group discussion each week. Coordinate music and musicians for youth worship.

**Volunteer Writer***Got Questions Ministries (January 2020–Present)*

Research and write article-length responses to biblical questions posed by website users.

**TOP SKILLS**

- Written Communication
- Persuasive Writing
- Editing & Proofreading
- Organizational Skills
- Microsoft Office Suite
- Team Collaboration
- Critical Thinking
- Innovative Thinking
- Moral Integrity
- Biblical Knowledge

**PORTFOLIO***Professional Writing*

<https://www.writetruewords.com>

*Creative/Content Writing*

**Blog:** <https://www.rebekahtyne.com/blog>

**Books:** <https://www.rebekahtyne.com/publishedbooks>