

Diane Ursu



Web Designer
Freelance Writer
Michigan, United States

Freelance Writing

Current freelance writing experience is with online writing and publishing. This includes self-editing and formatting. Current projects include:

- [Suite101.com Biology Feature Writer](#)
- Michigan Mountain Biking Association Communications Coordinator
- Webmaster and writer for [Moronacity.com](#)

Samples of my work:

- Copywriting the [2010 MMBA Membership Brochure](#)
- [About VA Home Loans](#)
- [Foods That Boost Good Cholesterol](#)

Volunteer Work

As the Communications Coordinator for the Michigan Mountain Biking Association, my responsibilities include the following:

- Editing the quarterly newsletter, the *Bent Rim Bugle*
- [Monthly e-Newsletter](#) copy editing and design editing
- Creating job descriptions for *Bent Rim Bugle* jobs
- Updating the [MMBA home page](#) as needed
- Updating the [Facebook group](#) page

In addition to communications work, I also serve as a State Board At-Large Member for the MMBA. My responsibilities include the following:

- Working with other board members to oversee the direction of the organization
- Assisting with decision-making regarding financial and insurance matters
- Overseeing and working with our Executive Director
- Writing or assisting with creating proposals to change policy or request funding

I also work as the webmaster for the [MMBA Mid-State Chapter](#) and assist with promoting chapter events.

Other Communications Experience

- I worked with American Collegiate Marketing in East Lansing as an intermediary between magazine publishers and customers. I answered phone calls and composed customer service letters to both customers and publishers in an effort to resolve account issues.
- I worked with Voyager.net/CoreComm in East Lansing as a customer service representative. I walked customers through setting up dial-up accounts on their computers, troubleshooted some technical issues, and resolved billing issues.

Skills and Tools

- Proficient in Microsoft Word, Excel, and PowerPoint
- PDF creation
- Web design experience: proficient in HTML and able to manipulate CSS
- Web hosting on virtual server using CGI, PHP, FTP, MySQL, Perl and more
- Blogging software: Blogger, Wordpress and Joomla
- Google AdSense and Gadgets

Education

Associate of Applied Science in Diagnostic Medical Sonography, 2004, Baker College of Owosso