

DIANA BARNUM

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Freelance & Independent Contractor Sites

www.movingaheadcommunications.com / www.movingaheadcommunications.com/worksamples.html / www.ohiohelpgroup.com / www.dianabarnum.com

SUMMARY OF QUALIFICATIONS

- Experienced REALTOR®, teacher & instructional assistant, writer, copywriter, marketer, editor & technical communicator
- Licensed Real Estate Sales Agent (Bilingual: English / Spanish)
- Licensed Instructional Assistant ESL / ELL (English as a Second Language / English Language Learners)
- Extensive computer experience with latest in real estate (including BPO REO) skills & training including CEUs
- Eager & willing to learn and excel; quick learner.
- Excellent interpersonal and communication skills; cooperative, patient, supportive, and super loyal team player.

COMPUTER SKILLS

Windows, Microsoft Office, G (Google) Suite / Classroom, MyRealEstateTools, RealtyJuggler, MarketLeader, Podio, RingCentral, Google Products (Drive, Calendar, Meet, etc.), Zoom, Adobe Acrobat, Fusion, Tempo, MLS, Camtasia, Print Shop, MS FrontPage, Aweber, ProfitAutomation (1Shopping cart), HTML, Web Page Design, FTP, Macromedia Dreamweaver and Fireworks, Corel WordPerfect Suite, RoboHelp, vBulletin forum, PHPBB forum, Marketing Operator software, GoDaddy / Wild West (Websites, Blogs, Shopping Carts & more), Wordpress, Kayako, WordPerfect, Websites & Other Products/ Svcs

AWARDS / Certificates / Associations

Continuing Education Courses Completed – Large & Growing list (see below, too - through Present)

Substitute License / Instructional Assistant License - General Education – State of Ohio Department of Education with ESL / ELL (above)

REALTOR®

e-PRO® Certification

BPO Resource (BPOR Certified) / BPOs The Agent's Role in the Valuation Process (Certification)

Technology Users' Committee of the Columbus REALTORS® - (2012 – Present)

Marion Correctional Institution Volunteer & Freelance / Creative Writing Instructor (2008 - Present)

American Christian Writer Moving Ahead Chapter President (2008 - Present)

Midwest Tech Fair 2013

Columbus REALTORS® (2012 – Present)

OAR (Ohio Association of REALTORS®) (2012 – Present) & their Annual Convention 2013

NAR (National Association of REALTORS®) (2012 – Present) & their Pro Tech Edge 2013

Ohio Association of Realtors (OAR) Excellence in Community Service Award Nominee 2013

Fall 24-Hour Short Story Contest - Grab Bag Winner (2012, 2020)

Demand Media Studios / eHow Writer / Columnist

Columbus Marketing Examiner Columnist

Ohio Benefit Bank Counselor (2010 – 2012)

IdeaMarketers Ghost Writer / PLR Expert (2009 - 2011)

WinWin, Inc. Contactor (2011)

American Christian Writer's Columbus Conference: Writer of the Year (2008)

American Christian Writer's Columbus Conference: Writer of the Year (2007)

American Christian Writer's Columbus Conference: Writer of the Year (2006)

Central Ohio Society for Technical Communication, AccessAbility (Special Needs) Chair (2006)
Ohio Aggregates & Industrial Minerals Association, Nomination, Associate Director (2005-06)
Content Propulsion Lab, PAF(2005) Content Desk CSB Trainer (2006)
American Christian Writer's Columbus Conference: Writer of the Year (2005)
Midwest Field Editor, Lee Publications (2004, 2005)
'Showing Your Stuff' WOSU.TV Go Auction! (2003, 2004)
American Christian Writer's Columbus Conference: Writer of the Year (2003)
Writer's Digest The Best Query Letter: 3rd Place Winner (2003)
Spring 24-Hour Short Story Contest - Grab Bag Winner (2003)
Rotary International President's Citation for Public Relations (2002)
Street Fighter Marketing: Runner up for the BizSmart Challenge (2002)
Society of Technical Communication: Volunteer of the Year (2001-2002)
Society of Technical Communication: Student Member of the Year (2000-2001)
Write Markets: Honorable Mention: 24-Hr.Short Story Contest (2000)
The Writing Parent : 1st Place Winner : Best Fiction Contest (1999)
Get It In Writing : 1st Place Winner: Hometown Travel Contest (1999)
Writer's Digest : Inspirational Category Contest Winner (1999)
All Mixed Up Writers' Ezine: Micro Fiction Fantasy Contest Winner (1999)
All Mixed Up Writers' Ezine: The Challenge Contest Winner (1999)
Half Price Books Bookstore: Honorable Mention bedtime story for children.

PROFESSIONAL EXPERIENCE

FREELANCE ASSIGNMENTS (more available upon request) 1984 – Present

<p>The Columbus Dispatch Business First Columbus ComputerUser Magazine Senior Times Employment News Florida Medical Business Moving Ahead: Inner Strength Ezine Condo World The Christian Communicator Christian Book Summaries Suite 101 Hard Hat News Country Folks Grower Magazine This Week Suburban News Publication Many Voices Corrections Technology and Management Early To Rise RLM Industries, Inc Content Desk (Jack Humphrey) StealthTrafficSecrets (Keith Baxter) Ann Arbor Consultation Services Feinblum Magic PBP, PBH, IGO (Bryan Winters) The Millionaire Mentor (Gregory Scott Reid) Keynote Speaker / Author Debbie Allen Ohio Horizontal Directional Drilling Association CopperNet, Inc. American Farm Bureau Federation Century 21 Filer Realtors, Inc. Premier Pacific Realty / MarketLeader</p>	<p>Refunding Makes Cents Magazine Writing for the Web Time Warner Communications / Road Runner Glencoe / McGraw-Hill The Ohio State University BRIEFME.com N. Bowman: Clay County AccessLife BellaOnline Lee Publications HandTech The Writing Parent We Love Writers Art for Kids North American Quarry News & Pit and Quarry Waste Handling Equipment News Police Fleet Manager Flitesite.com American Writers & Artists Institute VisionGatePortal (Mark Braunstein) PHP Series Ohio Aggregate & Industrial Minerals Association MyDiabetesAtoZ.com LeadStampede.com The Streetkid Co. (John Assaraf) Patricia Drain & Associates, Inc. Software4Profit (John Delavera / Turboreferer) Ohio Christmas Tree Association Mental Health Association of Franklin County Mutual of Omaha Kemp Real Estate Group, KW Capital Partners</p>
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Real Estate / Mortgage Companies

BPO / REO work, research, marketing (online and off including flyers, videos, digital photos, web content, postcards and more), leasing, admin, buyers and sales tasks with brokers, agents, lenders and other professionals in many top companies including HomeSteps® Freddie Mac Homes, RenuHomes, Chase Bank, Chicago Title, American Eagle Mortgage, RE/MAX Achievers, Best Homes Real Estate, LTD, Century 21, Powell & Associates, Re/Max, Keller-Williams, Lawver Mortgage Team, Minoui properties, Scopious, Intero Real Estate Services, Carleton Realty, Key Realty & others.

Technical Communicator

Research & interview companies & report findings in monthly columns & articles. In addition develop copy for articles, edit, submit proposals, create website content. Handle PR copy & announcements, press releases, digital imagery & telecommunication briefs. Translate technical information for end users, & include evaluations & revisions.

YOU KNOW BEST.COM

Content Researcher

Research & present online documentation for computer products.

OHIO HORIZONTAL DIRECTION DRILLING ASSOCIATION
ROTARY CLUB OF HILLIARD
PRESS SUCCESS
YOUTH COUNCIL OF HILLIARD

Web Design & Content Maintenance

Created websites and keep updated. Use FTP and upload files directly. Created content, .pdf files, uploaded digital photos. Measured stats for research. Checked for corrupted links, JavaScript functioning items like date, form functions like cgi-bin e-mail, button, logo and banner creation.

GLENCOE/MCGRAW-HILL
THE OHIO STATE UNIVERSITY
COLUMBUS STATE COMMUNITY COLLEGE

Instructional Design Specialist – English & Spanish

Indexed K-12 Spanish Text project. Taught Spanish, worked on testing & student committees as Graduate Teaching Associate at The Ohio State University. Created CBT (computer Based training module) with RoboHelp.

MOVING AHEAD
INNER STRENGTH EZINE

Web Design & Content Maintenance

Created website for Moving Ahead, a nonprofit mental health organization and maintained monthly content. Designed weekly ezine. Managed advertisers and writers. Used desktop publishing & computer graphics.

DEGREES & CERTIFICATION

- The Columbus Board of Realtors, Key Realty , The CE Shop, Search2Close Title Company, BPO REO Academy - CEUs
- HONDROS, Real Estate Salesperson License.
- M.B.A. (eCommerce), Baker College & A.A.S. Technical Communication (Marketing), Columbus State Community College (pursuing with Honors)
- Marketing Certification Series 2002, Columbus State Community College with Advertising Federation of Columbus, Better Business Bureau, Columbus College of Art & Design
- Certification in Banking, American Institute of Banking, Columbus, Ohio
- Graduate Studies Spanish Literature – Ohio State University, Columbus, Ohio
- B.A. Spanish - Ohio State University, Columbus, Ohio, & C.E.U.C.A., Columbia, S.A.

AUTHORED & COAUTHORED BOOKS

Selling Secrets You Can't Afford to Miss
Formula to Sell Any Home - Even Hard to Sell Homes
A Guide for Selling Any Home for Top Dollar
The For Sale by Owner Guide
Home Improvements That Improve Values
MAP: Move Ahead Plan – book & workbook set

MAP: Move Ahead Plan - A Complete Business Plan Kit with Marketing & Advertising Plans, Downloadable Templates & More

How to Heal Tips for MPD / DID

Family Sci-Fi Digest

TEACH

My teaching experience includes classes, workshops and courses on location, online and via autoresponder series, some in Spanish, others in English: www.OhioHelpGroup.com (& at Marion Correctional Institution) / Virtual University / WordMuseum / Content Desk & Content Propulsion Lab / Jolly Tots / Norwich Elementary Latchkey / Elementary school in Nuevo Leon, Mexico / homeschool teacher / The Ohio State University / Columbus City Schools.

PROFESSIONAL DEVELOPMENT / CONTINUING EDUCATION UNITS

- The National Board of Realtors, Ohio Association of Realtors and Columbus Board of Realtors, HONDROS, Key Realty, BPO REO Academy – Hosted events, CEUs, Agent Training, Licensing & CEUs – Large & Growing list (through Present)
- Best Homes Real Estate, LTD, Mike Ferry, Key Realty, Carleton Realty, Rich Levin, Marilou Butcher Roth – Realty agent training & coaching (through Present)
- American Writers & Artists Institute- Accelerated Copywriting Program Graduate (2003); Bootcamp (2004, 2005) & Direct Marketing University– Graduate (2004); Master's (pursuing), Columbus State Community College Grants Writing Workshop (2008)
- Willie Crawford's Internet Marketing How-To Workshop, FL (2003-4) / Yanik Silver's Underground Internet Marketing Workshop, DC (2005, 2006, 2007, 2009, 2010, 2011, 2012) / Carl Galletti's Internet Marketing Super Conference, Las Vegas (2005, 2006) / jvAlert Live, Orlando (2006)
- Mindleaders (Columbus, OH) - (1999-present) Microsoft Certified Courses
- Writer's Village University – (1999-present) grammar & writing courses.
- Virtual University - HTML, JavaScript, Web Page Design courses for CEU's.
- Writer's Digest School – Nonfiction Articles course / American Christian Writer's Columbus Conference (2003, 2005-2007)
- Peter Lowe's Success 2000 Seminar, & Aspiring Women Conference.
- TECHWR-L - Calendar Manager.
- Organizations: Society of Technical Communication, Webgrrls, Columbus Christian Writer's Association, Columbus Film Consortium, Greater Columbus Chamber of Commerce, Hilliard Chamber of Commerce, Public Relations Society of America, Mental Health Association of Franklin County, WOSU Stations, World Gym, American Marketing Association, Ohio Horizontal Direction Drilling Association, Digital Eve, Rotary Club of Hilliard, NAACP Marion.

Work Samples:

www.movingaheadcommunications.com/worksamples.html

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