

Lisa Farrar Wellman

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FREELANCE WRITING EXPERIENCE

*May 2009-
Present*

FoKL Point Newsletter Editor, Friends of Library Kansas

Edit quarterly newsletter for FOKL

Write and edit stories

Design layout

Assign articles and photos to contributors

*August 2008-
Present*

Ottawa School District, USD #290 Grant Writer

Received funding for Kansas Health Foundation grant, November 2008 (\$10,000)

Received funding for Kansas Vision grant, January 2009 (\$3,000)

Received funding for Kansas After-School grant July 2009 (\$6,700)

Received funding for Communities In Schools National grant, September 2009 (\$2,500)

Currently working on other grant opportunities for school district

*February 2008-
Present*

Copywriter and Blogger, Dialogue, San Diego, California

Write press releases, newsletter articles, card descriptions, website content

Write blog (www.beginthdialogue.com)

*January 2003-
December 2005*

Newsletter Editor, Northeast Kansas Library System; Lawrence, Kansas

Edited bi-monthly newsletter for NEKLS

Designed layout, photos and text

Wrote articles, filler

Scheduled and assigned various articles

Redesigned newsletter shell incorporating new logo design

*1999-
Present*

Freelance Writer

Designed and edited Ottawa University theatre programs (until Fall 2004)

Design tickets for theatre events, banquets

Design wedding invitations, programs, save-the-date postcards

Write press releases for various local organizations and charities

Wrote series of articles about Ben Franklin for Ottawa Herald

Design banquet invitations for non-profits

1998-2000

Newspaper/yearbook Advisor, Ottawa University, Ottawa, Kansas

Organized and instructed newspaper, yearbook staffs

Delegated assignments, set deadlines

Edited layouts and articles; oversaw creation of yearbook pages and bi-weekly newspaper

Familiar with Adobe Pagemaker, InDesign, Photoshop and Acrobat

LIBRARIAN EXPERIENCE

July 2002-
June 2008

Adult Programs, ILL and Reference Librarian, Ottawa Library, Ottawa, Kansas

Redesigned ILL policies and circulation process
Edit library newsletter, rotate Ottawa Herald newspaper column duties
Provide genealogy assistance for patrons
Coordinate and promote adult library programs (average 6 monthly)
Assist with children's programming (infant to high school)
Design, edit and distribute library publicity materials including press releases
Began annual adult summer reading program in 2005
Wrote multiple, successful grants beginning in 2003 (100% success rate)

1999-
March 2002

Library Assistant, Myers Library, Ottawa University, Ottawa, Kansas

Supervised and scheduled student aides
Experienced in acquisitions and collection development
Supervised circulation desk
Presented bibliographic instruction to several classes a semester
Assisted in automation process (went live August 2001 with SIRSI's Unicorn)
Provided research for public patrons, students, faculty and staff
Familiar with online databases and Internet searching

EDUCATION

Bachelor of Arts in English/Communication, Ottawa University, Ottawa, Kansas
May 1999, Summa Cum Laude GPA 3.928
Master of Library Science, Emporia State University, December 2002, honors
society