

# Lisa Farrar Wellman

1729 South Maple  
Ottawa, Kansas 66067  
Home Phone (785) 242-4478  
Email [lisa.farrar.wellman@gmail.com](mailto:lisa.farrar.wellman@gmail.com)

## **FREELANCE WRITING EXPERIENCE**

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)  
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.beginthediologue.com](http://www.beginthediologue.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  
Interview graduates and write articles for Ottawa University's *The Ottawa Spirit*

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