L. DENISE BEMBENEK

Published Author | Editor | Proofreader | Writer | Remote Editorial & Administrative Support

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PROFESSIONAL SUMMARY

Published author, writer, editor and proofreader known for exceptional attention to detail, strong command of grammar, thoughtful editorial judgment and the ability to improve clarity, organization, accuracy, and readability while preserving the writer's voice and intent. 20+ years of experience reviewing, refining, and developing content across academic, professional, legal, educational, and marketing disciplines. Skilled in content development with experience editing book manuscripts, academic articles, grant applications, websites, blogs, professional communications, curriculum, and print and electronic marketing materials. Proficient in APA, MLA, Chicago Manual of Style, AP, and Harvard style guidelines with particular experience supporting academic and ESL writers.

HARD SKILLS

Document and editorial review

Microsoft Word styles and formatting • Track Changes • PDF proofreading and annotation • Document comparison • Style sheet development • Copyediting markup • Line Editing and Substantive Editing • Citation and Reference Verification • Document formatting • Quality Control

Digital and administrative tools

Microsoft Suite • Microsoft Outlook • Microsoft Teams • Google Docs and Sheets • Website design & review • CMS Platforms • Database Maintenance • Digital File Organization • Online Collaboration Tools

Project and process management

Deadline Management • Multitasking • Workflow Optimization • Process Documentation • Project Tracking • Records Management • Quality Control • Client Communication

PUBLISHED WORK

The Backroad Christian

Author | 2026 | Independently Published | ISBN 9798186992622|

Amazon Author Page - https://www.amazon.com/dp/B0HLX5DQTF

Nonfiction book/memoir requiring extensive manuscript development from conceptualization to publication, including structural editing, proofreading, revision, and preparation of a full-length manuscript for print and electronic publication. Create and manage associated website – www.thebackroadchristian.com, – marketing, branding and social media for website readership.

WRITING, EDITING & PROOFREADING CONTRIBUTIONS

Broken and Holy — JJ James | 2026 | Independently Published | ISBN 979-8174873315

Beta Proofreader for Christian inspirational book providing line editing and copy editing for grammar, syntax, style, voice and flow.

Conquering Kilimanjaro – Jodi Greve | 2022 | Independently Published | ISBN 979-8443736075
Line editing and substantive editing for grammar, syntax, flow and voice for personal memoir.

Denise At Large | Fayetteville, AR | 2018 - 2022 Proofreader | Editor | Writer
Alpha/Beta reading, proofreading, copy writing, and editing for professional summaries, bios, product, web, and blog copy. Developmental editing for books, academic and industry articles and grant applications. Instructional editing for university admissions and assignments.

University of Arkansas | Fayetteville, AR | 2018 – 2020 Proofreader | Grant Assistant
Editorial support for School of Human Environmental Sciences working with ESL academics to publish in U.S. professional and industry journals. Proficient in APA, MLA, CMOS, AP, and Harvard styles.

Soldier ON Service Dogs, Inc. | Fayetteville, AR | 2021–2021 Special Events | Marketing Manager
Developed Collateral Materials, Media and Print Marketing – press releases, appeals/newsletters, brochures and advertising and promotional copy; Grant applications

Mountainburg High School | Mountainburg, AR | 2004-2013 Classroom Teacher, multiple subjects

- Curriculum Development – 7th to 12th grades, regular, pre-AP, and AP curriculums in English Literature and Writing
- College Board Certified, Advanced Placement English Composition and Language

REMOTE COMPATIBLE SUPPORT

ABC Property Management | Springdale, AR | 2025-2026 Office Manager

- Proofreading | Editing | Content Development
  - Proofread and edit website and blog content; write blogs
- Communications | Documentation | Administrative Support
  - AP/AR, Utility Management for 200+ properties, System Integration, HR/Payroll Management

The Law Group of NWA, PLLC | Fayetteville, AR | 2021–2024 Office Manager

- Proofreading | Editing | Content Development
  - Develop and manage social media marketing plan, clerk curriculum
  - Proofread and edit website and blog content
  - Write and communicate CRM platform process and training materials
  - Write and proofread legal and operational documentation
- Communications | Documentation | Administrative Support
  - Payroll, HR processing and documentation, Performance Management tracking, Benefits management, Project and Event Coordination

NWA Community Creative Center | Fayetteville, AR | 2021–2021 Business Office Manager

- Content Development | Research | Compliance
  - Grant Writing, RFP response, curriculum development
- Operations | Financial Management
  - Payroll, AP/AR, BOD financial reporting,

Integrated Neuropsychological Service | Fayetteville, AR | 2019-2020 Office Manager

- Content Development | Editing | Compliance
  - Developed website, social media, and marketing content ensuring brand consistency, HIPAA compliance, and legal accuracy.
  - Researched and implemented COVID-19 policies and procedures to maintain safe operations and comply with CDC and state regulations.
- Operations | Financial Management | Administrative Support
  - Executive support to neuropsychologists, patient scheduling, payroll, benefits, recruiting, training, and HR, full charge bookkeeping, AP/AR, in-house financing account manager.
  - Audited multiple years of financial, tax, and administrative records
  - Prepared and managed SBA loan and grant applications
  - Successfully advocated for insurance coverage of tele-neuropsychological testing during COVID.

Soldier ON Service Dogs | Fayetteville, AR | 2015-2017 Special Events & Marketing Manager

- Content & Curriculum Development | Marketing & Promotion
  - Developed collateral materials - press releases, appeals/newsletters, print/radio/tv advertising, brochures, marketing materials, and giving asks
  - Developed and presented educational programs for civic and school groups
  - Coordinated The Dickson Street Slide, a large, outdoor event (600+ attendees) including marketing and advertising, selling vendor space and securing $70,000 in sponsorships, donations and in-kind service
- Compliance and Execution
  - Worked with city/state departments, insurance, and retail stakeholders to insure compliance and public safety for event
  - Managed volunteer teams, interns, and staff
  - On-site event manager

Fayetteville Town Center | Fayetteville, AR | 2001 – 2004 Facilities Manager

- Marketing, Promotion, Advertising and Sales
  - Produced press releases, collateral material, policies & procedures manuals; conducted tours; rented space and coordinated several high-profile events
- Facilities & Operations Management | Financial Reporting
  - Supervised maintenance, sales, administrative, and event staffs
  - Produced/presented fiscal reports to A&P Commission and Fayetteville City Council
  - Managed logistics for speakers, entertainment, caterers, rentals, AV, and security (incl. USSS)

EDUCATION, CERTIFICATIONS & LICENSURES

M.A., Teaching — University of Arkansas at Monticello
B.A., Humanities/Literary Studies — University of Texas at Dallas
College Board Advanced Placement Certification: Literature, Language & Composition
Arkansas Teaching License (exp. 2025) - English/Lang Arts 7-12; Drama/Speech
Notary Public – State of Arkansas

WORK HISTORY

ABC Property Management | Springdale, AR | 2025-2026	Office Manager
The Law Group of NWA, PLLC | Fayetteville, AR | 2021–2024	Office Manager
NWA Community Creative Center | Fayetteville, AR | 2021–2021	Business Office Manager
Integrated Neuropsychological Service | Fayetteville, AR | 2019-2020	Office Manager
Denise At Large | Fayetteville, AR | 2018 - 2022	Proofreader | Editor | Writer
University of Arkansas | Fayetteville, AR | 2018 – 2020	Proofreader | Grant Assistant
HIATUS |Fayetteville, AR | 2016 – 2018	Family Care Provider
Soldier ON Service Dogs, Ind | Fayetteville, AR | 2015 – 2017	Special Events & Marketing
Arkansas Foam Insulation | Tontitown, AR | 2014 to 2015	AP/AR Manager, Admin Assist
Campus Concierge Inc.| Fayetteville, AR | 2013 to 2014	Dir of Student-Parent Relations
Mountainburg Public Schools | Mountainburg, AR | 2004 – 2013	Teacher, multiple subjects
Fayetteville Town Center | Fayetteville, AR | 2001 to 2004	Facilities Manager
CUNA Mutual Group | Dallas, TX | 1992-2000	Marketing Coordinator

ADDITIONAL INSIGHTS

- Clifton Strengths: Context, Intellection, Adaptability, Relator, Connectedness
- Volunteerism
  - Marion Chapter, DAR (2006 to 2016) - 2nd Vice Regent, VIS, Yearbook, Scholarship Committee, Constitution Week Committee Chair, American History Committee Chair
  - Convoy of Hope, Springdale, AR (2019)
  - The Human Library, Fayetteville Public Library (2020)

REFERENCES

- Brian Clark, Owner/Broker, ABC Property Management
  brian@abc-manager.com, 479-530-6888
- Teaven Stamatis, Senior Attorney (former), The Law Group of Northwest Arkansas
  teavenstamatis@gmail.com
- Bryce Brisco, Executive Director (former), Northwest Arkansas Community Creative Center,
  brycebrisco@gmail.com
- Kelly Way, Professor, University of Arkansas, School of Human Environmental Sciences,
  kway@uark.edu
- Angie Pratt, Founder/Exec Director, Soldier ON Service Dogs,
  angie@aprattllc.com