

Melissa Lee

Writer

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PROFESSIONAL EXPERIENCE

Writer/Author

Adams Street Publishing | March 2025 – Present

- Write articles for the Toledo City Magazine and MLiving News
- Managed content calendar, edited and proofread content for clarity, consistency, and SEO optimization
- Word Press

Freelance Writer & Content Creator

Remote | August 2017 – Present

- Founded and developed a personal blog and bookstagram, gaining growth in audience engagement.
- Authored high-quality blog posts, articles, and social media content on literary analysis, book reviews, and writing advice, reaching [X] readers per month.
- Managed content calendar, edited and proofread content for clarity, consistency, and SEO optimization, contributing to [X]% improvement in organic traffic.
- Engaged with online communities, growing a dedicated follower base and building a personal brand as an influencer in the book industry.

Inventory Control Specialist & Chemist

Interstate Chemical Company | Toledo, OH | August 2019 – Present

- Managed inventory control and documentation for critical plant processes, improving operational efficiency by 81% and reducing downtime.
- Led the development and maintenance of P&ID programs, supporting safe and compliant operations.
- Authored detailed validation reports and SOPs, optimizing chemical analysis methods and laboratory procedures.

Technical Writer & Chemist

Fresenius Medical Care Manufacturing Plant | Toledo, OH | October 2017 – July 2019

- Authored, validated, and executed critical technical documentation including SOPs, validation protocols, and training manuals for lab equipment, enhancing efficiency by 75%.

- Spearheaded the validation of laboratory equipment and methods, ensuring compliance with ISO and FDA regulations.
- Collaborated with cross-functional teams to create clear, user-friendly documentation that improved operational processes and safety standards.

Utility Arborist/Environmental Work Planner

Environmental Consultants LLC / DTE Energy | Toledo, OH | July 2017 – October 2017

- Planned and documented vegetation management strategies, contributing to environmental sustainability initiatives.
 - Utilized software tools for environmental analysis, ensuring compliance with environmental regulations and standards.
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SELECTED PUBLICATIONS & TECHNICAL WRITING PROJECTS

- **New Colony Counter Validation:** Authored validation and executed testing for a new colony counter, reducing the bioburden plate reading time by %.
 - **Vitek Method Validation:** Created comprehensive validation documentation for the Vitek system, improving microorganism identification processes in microbiology.
 - **Raw Material Dextrose Validation:** Developed and executed a validation protocol for the identification of dextrose using the Autopol system, improving quality control measures.
 - **Environmental Air Monitoring Process Improvement:** Streamlined documentation and enhanced air monitoring procedures, ensuring better compliance and operational accuracy.
 - **Articles Published are linked here:** <https://toledocitypaper.com/author/melissa-lee/>
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EDUCATION

Master of Arts in Professional Writing

New England College, Henniker, NH

Graduated: March 2025

Bachelor's Degree in Environmental Science (Biology Concentration)

The University of Toledo, Toledo, OH

Graduated: May 2017

Associate's Degree in Education (Science & Language Arts)

Owens Community College, Perrysburg, OH

Graduated: December 2014

KEY STRENGTHS

Communication Collaboration & Problem Solving: Highly skilled in distilling complex technical information for diverse audiences, whether for regulatory compliance or general public understanding. Proven track record of collaborating with engineers, researchers, and regulatory experts to streamline processes, improve documentation, and solve complex technical challenges.

Leadership: Successfully led teams and projects, demonstrating strong managerial and interpersonal skills. Managed cross-functional teams in technical writing and documentation, ensuring project deadlines and quality standards were met.