

MARY ELLEN “MOLLY” KNOP

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[HTTPS://MOLOTOVINK.COM](https://mohotovink.com)

WRITER, EDITOR, INVESTIGATIVE RESEARCHER

A lavish yet precise writer, editor, and proofreader of books, blogs, and social media posts. An intuitive, caring resume writer able to draw out each client's most sparkling accomplishments. A dogged apprentice private investigator and researcher skilled in navigating open source materials and social media; specializing in finding people and hidden social profiles.

WORK HIGHLIGHTS

WRITER, EDITOR, INVESTIGATIVE RESEARCHER- FOUNDER

Molotov Ink | Word Exploder, San Diego, CA

2013-present

- Founded entrepreneurial writing, editing, and book cover design start-up.
- Can boast a 100% return for successful #1 targeted-job hires for every resume written for clients.
- Launched premier of mystery novel using social media, blog creation, email marketing, and hosted a launch event resulting in 300% increased sales.
- Designed cover for successful Harry Potter comparison theory book premiering #1 in Google.
- Successfully located a victim of trafficking, recovered monies, exposed an abusive catfish, and uncovered hidden, alias social profiles through open-source and online research.

EXECUTIVE, ADMINISTRATIVE, PERSONAL SUPPORT ASSISTANT

UC San Diego, Development, San Diego, CA

2007-2012

- Excelled in performing a variety of tasks for the former Office of Budget and Resource Management unit, ranging in operations, fundraising, HR, and IT; requiring four new employees to cover my vacated position.
- Co-creator of an innovative, comprehensive workplace training program that is still considered standard.
- Devised unprecedented training program for Development Assistants; presenting and adding curriculum to UCSD's Content Management System (CMS).
- Orchestrated Nobel Prize winner's visit by planning travel, meetings, and events attended by UCSD Chancellor and world-renowned scientists.
- Independently directed 100-person departmental campus move. Collaborated with OSHA professionals to revise building's emergency plan furthering employee safety.
- Submitted award-winning idea to intercampus improvement program, [Ideawave](#).

La Playa Properties, LLC, Santa Barbara, CA

2004-2006

- Originated Executive Assistant position for new multibillion-dollar property development firm.
- Customized deed-signing process and acted as in-house Notary Public.
- Navigated delicate refurbishment of historical building under strict Santa Barbara City guidelines.
- Devised original utilities processes bridging new homeowners with state utilities companies.

Higher Vision, Inc., A Kenny Loggins Company, Santa Barbara, CA

2002-2004

- Maximized quality-of-life for singer/songwriter/entertainer, Kenny Loggins as personal assistant.
- Assisted with events for Mr. Loggins' charity by soliciting donations, scoping venues, and filling fan requests.
- Arranged US travel, scheduled appointments, and attended to Mr. Loggins' and family's daily needs.

SKILLS

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|----------------------------------|--------------------------------------|--------------------------------------|
| • Writing, Editing, Proofreading | • Blog Content Writing & Development | • Operations Management |
| • Book Cover Design | • Internet Investigations & Research | • Office Administrative Command |
| • Social Media Maintenance | • WordPress & CMS | • Employee Training & Program Design |

EDUCATION

University of California, Santa Barbara, 2002
Bachelor of Arts, English

University of California, San Diego-Extensions
Creative Writing, Copyediting, Comedy Writing