



Joyce A. Pratt

Freelance Writer

Joyce A. Pratt
President
Oneal Group

<https://onealgroup78.homestead.com/>

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EDUCATION

Master of Business Studies (MBS)
Human Resources & Employee
Relations – Stockton University,
NJ (2001)

Bachelor of Arts (BA)
Business Administration/Market-
ing – Stockton University, NJ
(1994)

EEO & The Law Certificate
Rutgers University, NJ (1992)

Certified Mediator
Capital University/AAAA
Atlantic City, NJ offsite (1999)

Grant Proposal Writing Certificate
The Grant Institute (2005)
Howard University offsite

PUBLICATIONS

Bullying Kills – What to do?
Metrics Can Be Your Friend
Strategic Planning Guides
Voting Equity
Role of the Undeserved &
Historically Disadvantaged
Sexual Harassment Prevention
Diversity Plan Designs

PROFESSIONAL STATEMENT

The Oneal Group, established in 2014, is a subsidiary of T&J Associates serving as a marketplace of freelance writers specializing in business, employment law, and education. The Group includes select writers under contract who assist upon availability with their linguistic quality and originality and who adhere to all copyright laws and plagiarism solutions.

As one of the Oneal Group writers, my listed experiences consist of employment and contract agreement services and both include communicating with clients, conducting extensive research for authentic information and evidence, and creating content for a wide variety of paper and digital audience platforms.

RELEVANT SKILLS

Journalism, Short Stories, Articles

Production and distribution of reports on facts, ideas, and people; published and unpublished short stories and articles; copywriting; and ghostwriting.

Content Creations

Natural writing styles to capture readers' attention without unnecessary embellishment. Experienced creating and writing strategic plans, investigative reports, training programs, website, blogs, newsletters, and topical articles. Services include proofreading and editing using current tools and plagiarism checks.

Client Communications

Excellent socializing and networking skills to expand clientele. Services include content and strategic marketing to highlight and promote client's work to a larger audience using multiple platforms (i.e., telemarketing and written solicitations).

Research and Investigations

Analytical skills to distinguish between relevant and irrelevant information, authentic and fake sources, for fact-based content. Exceptional research skills to produce rich content and evidential support. Ability to multitask, work in a challenging environment, meet deadlines, commit to quality, and support process improvement and implementation.

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PROFESSIONAL EXPERIENCE

Oneal Group, Galloway, NJ

2014 - Present

President

A marketplace for freelance writers specializing in business, employment law, and education. Services include ghostwriting, newsletter designs and articles, general editing (copy editing and technical editing), indexing, abstracting copywriting, and fundraising solicitations.

Specialties

Published information articles for online or distribution use as a subsidiary of T&J Associates of New Jersey.

T&J Associates of New Jersey LLC – Smithville, NJ

1986 – Present

President & Sole-Proprietor

Employment consulting and training services in the areas of diversity and employee relations. Company focus is assisting companies in selecting the best and most cost-effective solutions for improving performance in critical human resource areas. Services consist of EEO and other workplace investigations, curriculum development, income tax preparation, employee handbooks, job descriptions and essential job functions, data analysis summaries, assessments, mediation, grant writing and fundraising, and graphic and web site designing. Clients include New Jersey courts; pharmaceutical companies; Rowan University (formerly Glassboro College); New Jersey city governments; and New Jersey, Philadelphia, and national professional associations; and over 200 individuals requesting personal or small business income tax preparation.

Specialties

Created the Non-Discrimination & Sexual Harassment training program for NJ Human Resources Development Institute (HRDI), now permanently closed; and served as Rowan University (then Glassboro College) adjunct presenter for graduate business evening program.

New Jersey Transit – Newark, NJ 2017

2017 – Present

EEO Investigator/Trainer – Contract Employee

Conduct research, investigation, and report findings for discrimination and/or harassment complaints by employees in bus and rail operations as well as non-agreement employees in general operations. Report directly to the Chief EEO/AA.

Trump Plaza Hotel & Casino – Atlantic City, NJ

1991 – 2006

Diversity & Equal Opportunity Affairs (EOA) Manager

Manage diversity and equal opportunity affairs to include creation and presentation of management training programs and employee complaint investigations for Trump Plaza's 3,000+ culturally diverse employees operating in a multi-disciplinary workplace to include hotel operations, food and beverage, gaming, security, surveillance, human resources, information technology, and accounting. Reported directly to the President & CEO. [Served as EOA Representative 1991-1997 and EOA Manager 1997-present.]

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