

KAYLA COLLINS

Policy & Editorial Writer · Grant Narratives · Regulatory Research

Visalia, CA (Remote) · (559) 690-4037 · kaylacollins3@icloud.com

PROFESSIONAL PROFILE

Remote writer and researcher who turns dense policy, program, and operational material into clear, usable documents—advocacy letters, grant narratives, issue briefs, stakeholder emails, and process guides. Experienced tracking deadlines across multi-agency matters, organizing evidence, and writing with accuracy, dignity, and follow-through.

CORE SKILLS

Persuasive & plain-language writing	Grant / LOI / report narratives	Policy & regulatory research
Public records (CPRA) research	Stakeholder & agency correspondence	Editorial editing & clarity
Deadline & project tracking	Records & evidence organization	Remote operations
Equity-centered framing	Google Workspace / Microsoft Office	CRM & digital file systems

SELECTED WRITING & ADVOCACY EXPERIENCE

Independent Regulatory & Policy Writer

California · Remote · 2025–Present

- Research California statutes, regulations, and agency procedures; translate complex requirements into clear advocacy and research documents.
- Authored and submitted a formal Petition for Rulemaking to DHCS (Gov. Code §11340.6), including problem framing, regulatory analysis, and proposed regulatory language.
- Drafted reconsideration requests, agency correspondence, public records requests, issue summaries, and organized evidence packets under firm deadlines.
- Tracked multi-agency records and follow-ups; identified conflicting explanations and documentation gaps.
- Communicated directly with state agencies, county departments, and healthcare offices in professional writing.

PROFESSIONAL EXPERIENCE

Expert Moving & Storage, LLC — Remote Sales Manager / Moving Consultant

Hayward, CA (Remote) · 2024–2025

- Owned full-cycle remote client communication while managing high message volume.
- Maintained accurate records across concurrent jobs; resolved conflicts without dropping operations.
- Worked independently with strong prioritization in a fully remote role.

Sierra Village Assisted Living — Lead Medication Technician / Supervisor

Visalia, CA · 2022

- Operated in a regulated care setting where accuracy, documentation, and judgment were nonnegotiable.
- Completed documentation; kept sensitive information organized; communicated clearly under pressure.
- Handled high-responsibility situations with compassion and discretion.

EDUCATION

University of Maine at Presque Isle — Bachelor of Arts, Business Administration (in progress)