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## EDUCATION COPYEDITOR / PROOFREADER

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Self-directed professional with extensive experience in copyediting, proofreading, and content review. Specialize in education materials. Hold a Master of Education and a Specialized Certificate in Copyediting and possess in-depth knowledge of mechanical, language, and content editing, following appropriate style manuals and style sheets. Excellent editorial judgment, meticulous attention to detail, and commitment to producing error-free content aligned with authorial voice and intent. Foster positive collaboration and provide clear feedback.

### Areas of Expertise

Copyediting • Proofreading • K–12 Education • Instructional Design • Content Review • Literacy • Fact-Checking  
Grammar • Special Education • English Language Arts • Inclusive Language • Deadline Management • Citations  
Microsoft Office • Google Workspace • Learning Management Systems • APA, MLA, Chicago Manual of Style

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## PROFESSIONAL EXPERIENCE

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**Freelance Roles** – Los Angeles, CA

**Copyeditor/Proofreader (Remote)**, 2017 to Present

Copyedit and proofread nonfiction content to ensure adherence to grammar, punctuation, and usage rules following APA, MLA, or CMOS. Utilize Microsoft Word Track Changes and Google Docs to provide feedback. Perform fact-checking and quality assurance checks. Specialize in education materials. Projects include curriculum, virtual learning materials, presentations, websites, professional development, and teacher guides. Provide fast turnaround with excellent quality.

- Copyedit curriculum and materials for the third largest school district in the United States.
- Review content to ensure inclusive language and assist clients in making appropriate changes.
- Adhere to author's voice and message while improving clarity, coherency, consistency, and correctness.

**Center for Excellence in Higher Education** – Salt Lake City, UT

**Writing Center Tutor (Remote)**, 2019 to 2020

Coached online students in developing academic writing skills by providing feedback on content, grammar, capitalization, punctuation, spelling, citations, tone, word choice, sentence structure, and point of view.

- Leveraged expertise in writing and teaching to enable hundreds of students to hone their writing skills.

**Pattonville School District** – Maryland Heights, MO

**English Language Arts Teacher**, 2016 to 2017

Taught eighth-grade students English Language Arts and fundamentals of writing, using appropriate lesson plans in accordance with curriculum. Created and graded assignments/tests using Moodle, provided feedback, and monitored students' skills development. Collaborated with colleagues to create ELA curriculum and served on multiple committees.

- Sponsored club that ranked as number one for fundraising in the district with \$4K raised.
- Recognized for outstanding performance with nomination for Teacher of the Year Award.

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## **St. Charles Community College** – St. Charles, MO

### **Adjunct Professor**, 2014 to 2016

Responsible for instructional design and teaching of Education of the Exceptional Learner course based on new state articulation agreement. Wrote, edited, and proofread educational materials. Presented lectures, evaluated student performance, and provided writing feedback.

- Influenced hundreds of future teachers and thousands of students by creating the curriculum that became the standard teaching resource for in-person and online instruction.

## **Special School District** – St. Louis, MO

### **Special Education Teacher/Case Manager**, 2010 to 2016

Designed curriculum, created lesson plans, and taught reading and writing to students with disabilities. Assessed performance and progress based on observations, research-based intervention methods, and input from colleagues. Mentored college students on teaching, tutoring, and writing Individualized Education Plans (IEPs).

- Piloted new curriculum that resulted in student reading growth of 200% (six grade levels).
- Increased student success by streamlining communication process between special education teachers and general education teachers, ensuring students received appropriate supports.

## **St. Louis Public Schools** – St. Louis, MO

### **Special Education Teacher/Case Manager**, 2008 to 2010

Conducted research and developed curriculum for Career Readiness course. Provided special education services to students in Virtual School Program. Created and presented professional development for faculty.

- Successfully wrote 25 grant proposals that were funded for technology and supplies.
- Received Teacher of the Year Award in recognition of outstanding performance.

## EDUCATION

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**Master of Education in Special Education**, University of Missouri – St. Louis, MO

**Bachelor of Arts in Theatre Arts Management**, Lindenwood University – St. Charles, MO

## TRAINING

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**Specialized Certificate in Copyediting**, University of California San Diego Extension

**Grant Writing & Nonprofit Management Coursework**, University of California Los Angeles Extension

**Professional Development (partial list):** Trans Allyship for Editors, The Art of Feedback, Plain Language, Conscious & Inclusive Language, Sensitivity Reading, Developmental Editing, Macros, Google Docs, Chicago Manual of Style, Inclusive Storytelling, Microaggressions in Editing, House Style Guides, Accessible Websites & Social Media, APA 7<sup>th</sup> Edition, Editing for UX, Readability, Fact-Checking, Instructional Design

**Teacher Certifications:** 5–12 English Language Arts, K–12 Reading Specialist, K–12 Special Education, K–12 Health

## AFFILIATIONS

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ACES: The Society for Editing

Editorial Freelancers Association

Teach For America (TFA) Alumnus