# Dawn M. Wooten

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**FREELANCE EDITOR AND WRITER**

After teaching composition, rhetoric, and business writing at the university level for thirteen years, I started searching for freelance editing and writing projects to supplement my income. Using freelancing platforms, I slowly began to build my reputation as a top notch editor for all genres and forms of writing. After more than two years, I have a 95% success rate on projects and hundreds of five-star ratings for my work. I have secured several regular clients for whom I complete blog articles, journal article editing, ghostwriting, resume/CV revisions, business documents (including business proposals), non-profit documents, education articles, and dissertation/thesis editing.

**PROFESSIONAL EXPERIENCE**

**Wooten Freelance Editing and Writing 2017- present**

Owner

* Proofreading and editing of documents including business

documents, non-profit documents, education documents,

journal articles, novels, bibliographies, guides, government documents,

and non-fiction

* Ghostwriting of books in various genres (political, health

and wellness, business, finance, and cybersecurity)

* Resume and CV revision and creation (clients in finance,

information technology, web design, and project management)

* Blog writing in varying genres, including information

technology, environmental concerns, home landscaping, wellness,

mental illness, marketing, home décor, uses of CBD products,

manufacturing, bullying, investment strategies, pets, construction, pregnancy, addiction and recovery, product reviews, engineering, holograms, space travel, neuroscience, quantum technology, alternative energy, and more

**Purdue University at Fort Wayne 2007- present**

Adjunct Professor

* instruction of advanced expository writing
* instruction of business writing
* tutoring and counseling on an individual basis

**University of Saint Francis – Fort Wayne 2015– present**

Adjunct Professor

* instruction of Basic Writing Skills –grammar and composition
* tutoring and counseling on an individual basis

**Indiana Tech 2012-present**

Adjunct Professor

* instruction of Basic Writing Skills –grammar and composition
* instruction of advanced expository writing
* instruction of business writing
* instruction of Art Appreciation and Grant Writing

**Business Management 1990-2003**

Acted in roles as shift leader, assistant manager, and manager in various corporate, retail, and restaurant locations. Responsible for managing human resources, logistics, product inventory, cash flow, marketing, customer service, maintaining acceptable costs, and running all levels of daily operations in all positions.

**EDUCATION**

**M.A. English, Rhetoric and Composition, IPFW December 2009**

Coursework included genre theory, linguistics, literature,

children’s literature, history of the English language, and poetry

**B.S. Business Management, Indiana Wesleyan University, Marion August 2002**

Coursework included human resource management, conflict

resolution, accounting, product management, and business writing

**B.A. English, Indiana University at Fort Wayne** **May 1993**

Coursework included composition, expository writing, literature,

poetry, Greek and Latin derivatives, creative writing, and grammar

**MEMBERSHIPS, HONORS, AND AWARDS**

National Deans List **2002**

Adjunct Faculty Award – Excellence in Instruction (Ivy Tech) **2006**

National Omicron-Psi Honor Society **2008**

Certificate of Appreciation, TRiO Student Support Services (Ivy Tech) **2008**

National Council of Teachers of English (NCTE) **2019**

Tech Salute for Outstanding Service to Students (Indiana Tech) **2019**