

ACADEMIC AND WRITING PROFESSIONAL with exceptional native **English** language, **ESL**, and **editorial** skills. Twenty plus years of experience as **coach, teacher, mentor** with learners of all backgrounds, ages, and English language skill levels. Extensive interactions with **STEM and social science faculty at large research institution in Mexico**. Thorough knowledge of **academic publishing practices**, both journal and manuscript. Extremely **organized** with proven **project management** skills and the ability to produce **high quality under strict deadlines**.

Relevant Work Experience:

Professional Copyeditor and Owner, WordStormEditing 2021 to present.

- Offering copyediting, developmental editing, brainstorming, and English Language Services primarily to non-native English speaking clients.

Editor and Curriculum Development for *Make It Real!* English Language textbooks, audio tapes and web-based platform, Center for Languages, Autonomous University of Hidalgo State, Pachuca, Hidalgo, Mexico, 2016 to 2020.

- Developed original curriculum, including text, and exercises for high intermediate English Language level textbook for Spanish-speaking university level students.
- Provided a detailed, bilingual (Spanish/English) review of English language content for publication in print and on web-based learning platform with the goal of producing an excellent-error free product for university level English language learners.
- Knowledge required both strong background in communicative language skills and specialized vocational vocabulary skills and cross-cultural awareness (Mexico/US).

Peace Corps Response Volunteer for Peace Corps Mexico, Office of Academic Achievement (DiSA), Department of Teaching and Learning, Autonomous University of Hidalgo State, Pachuca, Hidalgo, Mexico, 2016 to 2018.

- Collaborated with faculty of professional development arm of the university (DiSA) to improve and increase English capacity among university faculty and administrators as part of university internationalization strategies.
- **Developed and taught Advanced Academic English (Common European Framework of Reference level C1) to UAEH faculty and administrators.**
- Developed and taught "Peer Learning: Use of English in the Classroom" a series for university faculty to develop content lessons in English and to provide each other with peer support.
- Facilitated workshops for professors, university and high school students, and peace corps volunteers
- **Reviewed academic papers prior to publication.**
- Conducted English Conversation Circles.
- Assisted with strategic planning for unit.
- Voiced dialogues and monologues for "Make It Real" Language tapes as a native US English Speaker.
- Provided confidential and informal support among PC Volunteers in Mexico as member of the Peer Support Network through regular check-ins to volunteers around the country and by organizing wellness activities semi-annually.
- Tracked and reported activities semi-annually on Volunteer Reporting Form to support mission and practice of Peace Corps Organization.

Director of Advising and Manager of Internships & Co-ops, Northern Kentucky University/College of Informatics (COI), 2013-16.

- Led a team of professional, cross-trained advisors in promoting student success, retention, and degree planning for a diverse set of ten undergraduate majors and nine minor programs.
- Planned and implemented vision and policies for the college as a member of the COI Executive Team and the COI Core Knowledge Committee.
- Oversaw the advising center's communications and public face through up-to-date, attractive and informative website, marketing materials, social media outlets, print, and presentations.

Adjunct ESL Instructor, Kenton County Adult Education, KCTCS, 2006-07; 2010-12

- Designed and delivered customized curriculum to dynamic array of **second language adult learners**.

Editorial Assistant, Water Pollution Control Federation, Alexandria VA, USA, 1988-1990.

- Provided **editorial assistance** and office support for Manuals of Practice team for non-profit trade association for water pollution and sewage control industry. Included processing and managing the editing and publishing of ongoing updating of manuals of practice. Circulated and archived relevant and current research in association library. Maintained database of keywords and topics.

Education

Copyediting Certificate, UCSD Extension, San Diego, CA, December 2021.

MA, Integrative Studies, Northern Kentucky University, Highland Heights, KY, 2009.

Designed qualitative educational research study investigating student attitude as it correlates to college success. Master's thesis titled "Typologies as a Tool for Teaching: A Test of Their Usefulness in College Success."

BA, Anthropology, cum laude, Smith College, Northampton, MA, 1987.

Languages

English – Native speaker with master's level education

Spanish – High intermediate level fluency (B2) with professional & academic work experience

German – intermediate level fluency (A2) with in-country immersion experience