

Career Focus **Children's Writer/Editor with Education Specialty**
Looking for writing/editing/copyediting/proofreading opportunities

Experience Summary

- Experienced in writing textbooks, workbooks, assessments, ancillaries, test prep, lessons, and teacher guides for K–12 reading/ELA, mathematics, ESL/ELL, science, and social studies, including activities/lessons for intervention and gifted programs
- Well-versed in copyediting and proofreading
- Familiar with state/national standards and grade-level appropriateness
- Strong technical command of the English language; familiarity with most writing styles; serious commitment to excellence in the printed and published word
- Competent researcher

Education

M.F.A., Writing for Children, *Simmons College*, Eric Carle Museum, Amherst, MA Expected May 2010
B.A., Cultural Studies—Creative Writing, *Empire State College*, New York 2007
Certificate in Copyediting, *University of California, San Diego Extension* May 2005

Freelance Experience

Writing Projects

Reading/ELA/ESL/ELL

Argosy Publishing: Eighth Grade—Wrote 180-page assessment workbook for ESL
Sixth, Seventh, Eighth Grade—Wrote four Differentiating Instruction Teacher Guides for California ELL

CSSG: Third Grade, Virginia Standards—Wrote 11 reading comprehension passages, 112 accompanying questions, 40 writing questions, 2 writing prompts, and rationales for each answer choice

Flash Kids (B&N): Fifth and Sixth Grade—Authored two 96-page English/Math test prep books, *Flash Forward Test Prep Grade 5* and *Flash Forward Test Prep Grade 6* (ISBN: 9781411416192 and 9781411416208)
Fifth Grade—Authored 192-page Gifted Student Summer Series workbook (math, reading, science, social studies)

Inksplash Media: Sixth through Ninth Grade—Wrote 290 ELA assessment questions and rationales

NUW Editorial Services: Seventh Grade, Washington, D.C. Standards—Wrote six reading comprehension passages and 96 multiple-choice and constructed-response questions for NLNS

Math

Brown Publishing Network: Sixth, Seventh, and Tenth Grade—Wrote and edited state-specific materials

Flash Kids (B&N): Third and Fourth Grade—Authored two 192-page Gifted Math Workbooks, *Math for the Gifted Student*, grades 3 and 4 (ISBN: 9781411426405 and 9781411426412)

Kaplan Test Prep & Admissions: High School—Wrote ACT math test-prep questions

Learning Source, Ltd.: Fourth Grade, Texas Standards—Wrote intensive intervention lessons for Harcourt

Nesbitt Graphics: Fourth Grade, National Standards—Wrote intervention activities

NETS: First through Sixth Grade, California Standards—Wrote/rewrote numerous strategic and intensive intervention math lessons for an intervention program for Harcourt

Victory Productions: Algebra I—Wrote 10 TE wraps for Harcourt's *Saxon Algebra I*

Words and Numbers: Eleventh Grade, Pennsylvania Standards—Wrote 131 Algebra II test questions, both MC and CR for state-customization of McDougal Littell's *Algebra 2* textbook
Algebra Readiness, California Standards—Wrote activities to go with Prentice Hall's *California Algebra Readiness*
Eleventh Grade—Wrote problem sets for an Algebra 2 SE

**Freelance
Experience
(continued)**

Editing/Proofreading Projects

Reading/ELA/ESL/ELL

Bill Smith Studio: ESL—Copyedited K, 1, 2, 5 ESL/ELD activities for Spanish Speakers; Edited third grade ELD TG Leveled Readers—Copyedited 30 K-level books; Proofread teacher guides

McGraw-Hill: ESL-ELT—Proofread lessons for *All Star* series

Oxford University Press: ESL/ELL—Copyedited *Let's Go 3e Teacher's Book, Level 6; Inside Reading, Levels 1–4; Q, Levels 3 and 4*. Proofread *Grammar Sense SB Level 4; Let's Go 3e Teacher's Book, Level 5; Word Knowledge; confidential Levels 0 and 1*

Steck-Vaughn/Berrent: ELA—Copyedited/proofread *Reading & Writing Excellence: Keys to Standards-Based Assessment, Levels B–H (SB/TG); Test Best on the Terra Nova Multiple Assessment, Levels A–J (SB/TG) ; The New York State Story (Student/Teacher Guide); Test Best on the MAT-8, Levels B–E (SB/TG); RAS—Reading Assessment System, Form 3, Levels C–H (SB/TG); Soaring Scores—New York State Social Studies with DBQs, Levels D, E, & H (SB/TG);* over 100 passages, 500 questions for grades 2–12 for online product called *iloli*

Math

Maestro Learning: Kindergarten through Fifth Grade—Edited approximately 1,000 online activities

NETS: First through Sixth Grade, California Standards—Edited/Copyedited numerous strategic and intensive intervention math lessons for an intervention program for Harcourt

Other

Kaplan Test Prep & Admissions: Copyedited *SAT Lesson Book; SCI HI; ACT; PSAT; LSAT; GMAT; MCAT; PRAXIS* materials

**In-House
Experience**

CA, Islandia, NY 2/2003–6/2004
Copy Editor/Proofreader Freelance 6/2004–present

· Copyedited/proofread marketing and corporate collateral.

American Institute of Physics, Melville, NY 8/2002–2/2003

Production Editor/Desktop Publisher

· Coordinated projects from manuscript to publication. Copyedited manuscripts.

Harcourt Interactive Technology/Learning Online Interactive (*iloli*) 9/2001–7/2002

Steck-Vaughn/Berrent Publications, Roslyn Heights, NY 9/2000–9/2001

Associate Editor

· Edited 1st through 12th grade state-specific test preparation manuscripts (English, math, social studies, and science) for grade-level and test appropriateness, grammar, content, and style.

· Copyedited, proofread, and fact-checked reading and math test materials for national Internet instructional assessment program for grades 2–10.

· Correlated questions to generic content standards and state content standards.

· Conducted research on state standards and compiled summary sheets for each state.

· Reviewed and approved work by outside copy editors and proofreaders.

· Created, maintained, and implemented the use of house style guide. Created and maintained all Editorial department templates, using Excel and Word.

· Developed editorial workflow process to improve department productivity.

· Trained staff and freelancers on process, procedures, and applications such as Epic Editor (XML).

· Created/edited detailed teacher guides with teacher scripts. Wrote sample essay answers.

· Obtained permissions for use of copyrighted materials.

Long Island Educational Opportunity Center, Farmingdale, NY 1/1997–12/1999

Assistant Teacher

· Taught grammar, reading comprehension, writing, basic arithmetic, geometry, and algebra to adults/ELL students in a college setting. Prepared and implemented course lessons.
