

Writing/Editing Professional and English Teacher

Professional English language expert for more than a decade currently providing services from the Kansas City area as **Sullivan Wordsmithing** (www.sullivanwordsmithing.com).
Member – Editorial Freelancers Association

Education

Master of Arts	English, 18th & 19th c. British lit.	University of Missouri – Columbia
Bachelor of Arts	English, literature emphasis	Avila University – Kansas City, MO

Areas of Expertise

Publishing: 8+ years

- Technical/academic editing
- Book layout/design/front matter
- Indexing
- International English / ESL writers
- Library Research
- Ghostwriting/Ad writing

Teaching: 8+ years

- Classroom teaching
 - Online/written-only instruction
 - Individualized tutoring
 - Workshopping and revision
 - Research methodology
 - Student-centered learning
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Publishing Experience

Contributions: Experienced with many stages of the publishing process. Excellent record for prompt, accurate service. Successful writing for multiple pilot programs and new media projects.

Member – Board of Directors and Recording Secretary, 2016 – Present

Interim President – Board of Directors, June 2017 – Present

Whispering Prairie Press – Kansas City, MO

Filling administrative and leadership roles at a nonprofit literary press: Grant writing, event planning, community engagement, fundraising, sales, and more

Freelance Editor/Researcher/Writer, March 2011 – Present

Sullivan Wordsmithing – Kansas City, MO

Writing, researching, copyediting, and proofreading for scientific, academic, and business projects.

Part-time Proofreader, May 2012 – Jan. 2013

Uhlig LLC/Illustratus – Overland Park, KS

Proofread newsletters during peak production periods using the in-house computerized editing system.

Proofreader, July 2006 – July 2008

SkillPath Seminars – Mission, KS

Proofed and edited documents: books, brochures, email and web advertising, catalogs and more.

Copywriter Intern, May 2005 – Jan. 2006

Mail Print, Inc. – Kansas City, MO

Wrote advertising and branding materials for the company and its clients, including brochures, postcards, business cards, email advertising, informational articles and internal documents.

Teaching Experience

Contributions: Consistent improvement in students' skills and attitudes. Developed online English-language tutorials and tests for the first online instruction ever at DaTS in Darkhan, Mongolia.

Adjunct Faculty – English, Aug. 2011 – May 2017

Metropolitan Community College Kansas City

Teaching introductory and developmental composition courses.

English as a Foreign Language (TEFL) Instructor, June 2010 – Dec. 2010

U.S. Peace Corps/Mongolia – Darkhan School of Technology (DaTS), Darkhan, Mongolia

Taught English speaking and listening. Worked on school and community development projects.

Graduate Instructor/Writing Tutor, Aug. 2008 – May 2010

University of Missouri – Columbia, MO

Tutored students in person and online ('08-'09). Taught introductory composition courses ('09-'10).

English Immersion Summer Camp Instructor, July – Aug. 2009

U. of Missouri Asian Affairs Center and Jeollanam Province Education Ministry, South Korea

Taught spoken English to Korean middle school students.

Training/Skills

Training

United States Peace Corps/Mongolia: Mongolian language, TEFL pedagogy and instructional design, cross-cultural interaction, project management, and grant writing.

Theory and Practice of College Composition 8010: A three credit-hour graduate-level pedagogy course at the University of Missouri. Taken Spring of 2009.

Foreign Languages

Mongolian: Intermediate level. Six months working in country.

Spanish: Novice level. Two years high-school and two semesters college coursework.

Software Skills

Mastery:

- Microsoft Office Word 2003-2010
- Microsoft Office PowerPoint 2003-2010
- YouTube Dashboard

Proficiency:

- Adobe Acrobat
- Microsoft Office Excel 2003-2010
- Microsoft Office Access 2003-2010
- Windows XP, Vista, 7
- FFMPEG
- Avidemux

Familiarity:

- WordPress
 - Ubuntu Linux
 - Adobe InDesign
 - Adobe Photoshop
 - Microsoft Publisher
 - Microsoft OneNote
 - BlackBoard 9.0
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