

Summary Experience

- English language learning and English language arts content specialist
- Editorial production leader and project manager
- Strong digital content and systems editor

Relevant Work Experience

- Editor, Project Manager, Writer:** *Rachel Smucker LLC* Jul 2013–present
Write, edit, and manage a variety of English language learning-related materials: assessments, student books, teacher guides, digital programs.
- Previous and current clients include: Amplify, Berlitz, Bridges to Academic Success, Cambridge University Press, Cenveo Publisher Services, The College Board, IXL Learning, Oxford University Press, RedNova Learning/Macmillan, Tighe/SPI Global, Westchester Education Services, Wisewire, and others.
- Associate Editor:** *Oxford University Press*, ELT division Aug 2012–Jul 2013
New York, NY
Worked in the American English Language Teaching (ELT) division to develop and manage print and digital products for the adult American English market.
- Directly worked with authors and freelancers, including hiring and managing freelancers.
 - Managed schedules and coordinated projects with in-house media and design teams, including liaising between U.S. and UK editorial teams.
- Editorial Assistant:** *Oxford University Press*, ELT division Mar 2011–Aug 2012
New York, NY
Assisted the American ELT International Adult team with daily editorial and administrative tasks.
- Handled reprint corrections, contracts, and invoices.
 - Coordinated small-scale media projects with the in-house editorial, design, and digital teams.
- English Teaching Assistant:** *Embassy of France* Sept 2009–May 2010
Gérardmer, France
Taught English classes at two rural primary schools.
- Was responsible for lesson planning, materials, classroom management, and assessment for 200 primary students.

Education

- Bachelor's Degree:** *University of Delaware* 2009, Cum Laude
- Majors: English, Psychology; Minor: French
 - Honors: Francis Alison Distinguished Scholar, Alpha Lambda Delta Honor Society, Global Scholar Award

Skills

Languages: French (working proficient)

Technology:

- **Editing:** Adobe Creative Suite (InCopy), GIMP, Google Docs/Sheets, LaTeX, Microsoft Office
- **Database:** HubSpot, MySQL
- **LMS Platforms:** Blackboard, D2L, Learnosity, Sakai
- **Programming:** HTML, XML
- **FTP/SVN Clients:** Filezilla, SmartSVN, Tortoise
- **Project Management:** Asana, Basecamp, Dropbox, Google Drive, JIRA, One Drive, Smartsheet
- **Operating Systems:** Android, iOS, Linux, Mac OS, Windows