



---

### **Position with Firm**

2024–present **Editor.** Provides copy, line, and developmental editing for the firm’s written materials, including reports, surveys, proposals, and social media. Ensures deliverables are well written, accurate, properly researched, and objective. Formats documents to meet style and branding guidelines. Collaborates with staff to strengthen writing skills. Manages the production queue.

---

### **Previous Professional Experience**

2003–2024 **English Teacher, Owosso High School, Owosso, Michigan.** As English department chair, provided small-group leadership, curriculum supervision, and policy guidance. Mentored student interns and new teachers. Taught junior- and senior-level English courses, including special education inclusive, Advanced Placement Literature, and honors. Attended data analysis workshops and led committee meetings to analyze student achievement results and plan for improvement.

2001–2002 **Graduate Instructor, Northern Arizona University, Flagstaff, Arizona.** Planned and delivered curriculum for a freshman composition course, including holding office hours and grading. Worked as a university writing instructor and editor. Served on the editorial board for *Thin Air Magazine*, the student-run literary magazine.

Education Michigan State University, BA in English Education, with a minor in Geography  
Northern Arizona University, MA in English Literature