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# JENNIFER WALKER

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## **WRITER – EDITOR – PROOFREADER**

CURRICULUM REVIEW | RESUME WRITING | WEBSITE & BLOG CONTENT

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### Summary of Qualifications

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- **TALENTED & PRECISE WRITER, EDITOR, & PROOFREADER** with over five years of experience in digital and print marketing and skilled at crafting promotional, branded messaging for individuals and small businesses
  - **HYPER-ORGANIZED & DEADLINE-DRIVEN PLANNER** who delivers completed projects on time or early
  - **DEDICATED HOMESCHOOLING VETERAN OF OVER 10 YEARS** who has taught every subject at every grade level, including high school writing, using an enormous variety of curriculum and providing comprehensive preparation for college success
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### Areas of Expertise

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Writing | Editing | Proofreading | Chicago MoS | Resume Writing | Cover Letter Writing | LinkedIn Strategy  
SEO | Blogging | Website Content Creation & Strategy | Website Design  
Marketing Strategy | Brochures, Flyers, Newsletters  
Curriculum Editing & Development | Homeschooling | Writing Instruction  
Microsoft Word, PowerPoint, Publisher | Canva  
Organization | Multitasking | Attention to Detail | Project Management | Communication

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### Professional Experience

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#### **PREMIER TEAM & EXECUTIVE CONCIERGE TEAM WRITER**

April 2022 – Present

Let's Eat, Grandma | Remote

*Twice named Writer of the Month within six months at the top-rated resume writing service provider committed to helping people land their dream jobs.*

- Write, edit, and proofread dozens of resumes, cover letters, and LinkedIn profiles for clients in a variety of fields including technology, accounting, publishing, marketing, and aviation; research industries as needed; ensure consistent strategy across all career-related documents
- Promoted to Premier Team (within six months) and to both the Executive Concierge and Escalations teams
- Conduct client consultations to gather detailed information and clarify goals
- Maintain high levels of organization within tight timelines while working with multiple clients at different stages of the process simultaneously
- Selected to mentor new writers and provide writing/interviewing advice, procedural guidance, and moral support

#### **EDITORIAL REVIEWER/PROOFREADER**

February 2022 – August 2022

Nearpod | Remote

*Reviewed lesson plans for publication during a six-month project with strict deadlines at an online curriculum provider.*

- Identified and corrected errors in grammar, spelling, syntax, consistency, and layout for dozens of K-5 math lesson plans each month
- Edited scripts for mathematical accuracy and clarity of expression; collaborated with staff to remedy phrasing issues
- Compared final lesson plans to the scripts from which they were generated, resolved discrepancies, and evaluated and contributed to overall readiness for publication

#### **ASSOCIATE EDITOR**

April 2021 – May 2022

Global Center for Religious Research | Remote

*Worked with a wide array of materials and authors as a copyeditor and typesetter at a small academic publisher.*

- Typeset, copyedited, and proofread academic research manuscripts and articles for journal and book publication
- Credited as the typesetter and/or copyeditor for *Hebrew Matters* (Joseph Lowin) and *Excommunicating the Faithful* (Kenneth Howard)

**WRITER/EDITOR/WEBSITE DESIGNER**

December 2018 – April 2021

Freelance | Remote

*Supported fledgling women entrepreneurs with small business start-up.*

- Wrote, edited, and designed websites, newsletters, brochures, and flyers
- Wrote and edited blog posts (180+), landing a newly created website in the top five Google search results in under six months
- Developed and implemented marketing strategies to promote visibility, drive website traffic, and increase engagement

**WRITER & EDITOR**

January 2008 – December 2018

Freelance &amp; Volunteer | Remote

*Wrote and edited in a variety of settings while homeschooling four children.*

- Wrote dozens of weekly, SEO-optimized blog posts in a variety of industries via two digital marketing firms
- Designed, wrote, and edited playbills for community theatre
- Edited essays and resumes for college and scholarship applications
- Published articles in *Home Education Magazine*

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**Additional Experience**


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<b>JUDGE, INDEPENDENT PUBLISHERS OF NEW ENGLAND ANNUAL BOOK AWARDS</b>	2021 & 2022
<b>WRITING INSTRUCTOR/TEACHER &amp; CURRICULUM DESIGNER, K–12 HOMESCHOOLING</b>	2007 – 2020

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**Professional Development**


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<b>CERTIFICATE, INSTRUCTIONAL DESIGN ESSENTIALS: MODELS OF ID   LINKEDIN LEARNING</b>	2022
<b>CERTIFICATE, EDITING AND PROOFREADING MADE SIMPLE   LINKEDIN LEARNING</b>	2022
<b>CERTIFICATE, WRITING EXCELLENCE: RESUME WRITING 101   NATIONAL RESUME WRITERS' ASSOCIATION</b>	2022
<b>CERTIFICATE, BECOMING A PROOFREADER   KNOWADAYS/PROOFREADING ACADEMY</b>	2022
<b>GRAMMAR LAB MODULE OF THE COPYEDITING CERTIFICATE   UNIVERSITY OF CALIFORNIA SAN DIEGO</b>	2021

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**Professional Affiliations**


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<b>MEMBER, NATIONAL RESUME WRITERS' ASSOCIATION</b>	OCTOBER 2022 – PRESENT
<b>MEMBER, ACES: THE SOCIETY FOR EDITING</b>	JANUARY 2022 – PRESENT
<b>MEMBER, EDITORIAL FREELANCERS ASSOCIATION</b>	APRIL 2021 – PRESENT

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**Education**


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**BACHELOR OF ARTS, cum laude | GOVERNMENT & INTERNATIONAL RELATIONS**  
*Colby College | Waterville, ME*