



Jennifer Walker, CPRW

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## Writer | Editor | Proofreader

### Curriculum Review & Revision ~ Content Editing & Writing

**PRECISE AND EAGLE-EYED WRITER, EDITOR, AND PROOFREADER** with over 5 years of combined writing and editing experience who is passionate about the intricacies of grammar, spelling, consistency, and layout. **HYPER-ORGANIZED AND DEADLINE-DRIVEN PLANNER** who juggles and produces high-quality writing and editing projects on time while providing 5-star service and generating glowing reviews. **DEDICATING HOMESCHOOLING VETERAN OF OVER 10 YEARS** who has taught nearly every subject at every grade level, including high school writing, civics, history, and geography, using an enormous variety of curriculum and providing comprehensive preparation for college success.

#### Areas of Expertise

Writing	Editing	Proofreading	Chicago MoS
Fact Checking	Curriculum Review	Curriculum Editing & Development	
Project Management	Writing Instruction	Website Content/Design	MS Word & PowerPoint
Multitasking	Organization	Communication	Attention to Detail

#### Professional Experience

**EDITORIAL REVIEWER - SOCIAL STUDIES AND MATH**

April 2023 – Present

**EDITORIAL REVIEWER AND PROOFREADER - MATH**

February 2022 – August 2022

*Nearpod* | Remote

*Provide editing and proofreading on curriculum projects with strict deadlines to create dozens of online K-12 math and social studies lessons at an award-winning interactive instructional platform.*

- Sought out to work on a project to review K-12 social studies lessons in 2023, including for iCivics
- Edit dozens of K-12 social studies scripts for grammar, spelling, syntax, and consistency in alignment with in-house style guide; provide fact-checking and write replacement content as needed
- Evaluate, revise, and rewrite social studies content to ensure lessons are appropriate for the destination grade band by adapting vocabulary, sentence structure, and sentence length
- Identify and correct errors in grammar, spelling, syntax, consistency, and layout for dozens of K-8 math lessons
- Edit scripts for mathematical accuracy and clarity of expression; collaborate with staff to remedy phrasing issues
- Compared final math lesson plans to the scripts from which they were generated, resolved discrepancies, and contributed to overall readiness for publication

**PREMIER TEAM WRITER**

April 2022 – June 2023

*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.*

- Wrote, edited, and proofread dozens of resumes, cover letters, and LinkedIn profiles for clients in a variety of fields; researched industries as needed; ensured consistent strategy across all career-related documents
- Promoted to Premier Team (within six months) and to the Executive Concierge, Escalations, and Level IV (highest level) writing teams for consistently generating 5-star ratings and crafting compelling, error-free documents
- Conducted client consultations to gather detailed information and clarify goals
- Maintained high levels of organization and service within tight timelines while working with multiple clients at different stages of the process simultaneously
- Mentored new writers and provided writing/interviewing advice, procedural guidance, and moral support

## 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 solopreneurs with small business start-up.*

- Wrote, edited, and designed websites, newsletters, brochures, and flyers
- Wrote and edited 180+ blog posts, landing a new website in the top five Google search results in under six months
- Developed and implemented marketing strategies to promote visibility, drive website traffic, increase engagement, and instill confidence in female business owners

## WRITER & EDITOR

January 2008 – December 2018

*Freelance & 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
- Edited essays and resumes for college and scholarship applications
- Published articles in *Home Education Magazine*

## Additional Experience

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JUDGE, Independent Publishers of New England Annual Book Awards

2021, 2022, & 2023

WRITING INSTRUCTOR/TEACHER & CURRICULUM DESIGNER, K–12 Homeschooling

2007 – 2020

## Professional Development

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CERTIFICATE, *Instructional Design Essentials: Models of ID* | LinkedIn Learning

2022

CERTIFICATE, *Editing and Proofreading Made Simple* | LinkedIn Learning

2022

CERTIFICATE, *Writing Excellence: Resume Writing 101* | National Resume Writers' Association

2022

CERTIFICATE, *Becoming a Proofreader* | Knowadays/Proofreading Academy

2022

Grammar Lab Module of the Copyediting Certificate | University of California San Diego

2021

## Professional Affiliations

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MEMBER, Professional Association of Resume Writers & Career Coaches

May 2023 – Present

MEMBER, ACES: The Society for Editing

January 2022 – Present

MEMBER, Editorial Freelancers Association

April 2021 – Present

## Certifications

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CERTIFIED PROFESSIONAL RESUME WRITER | Professional Association of Resume Writers & Career Coaches

July 2023

## Education

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