
JENNIFER WALKER

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WRITER – EDITOR – PROOFREADER

CURRICULUM REVIEW | RESUME WRITING | WEBSITE & BLOG CONTENT

Summary of Qualifications

- **TALENTED & PRECISE WRITER, EDITOR, & PROOFREADER** with over four 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

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

Professional Experience

PREMIER TEAM WRITER

April 2022 – Present

Let's Eat, Grandma | Remote

Promoted to Premier Team within six months of helping people land their dream jobs at the top-rated resume writing service provider.

- Write, edit, and proofread resumes, cover letters, and LinkedIn profiles for more than six clients each month in a variety of fields including technology, accounting, publishing, marketing, and aviation; research industries as needed; ensure consistent strategy across all career-related documents
- Conduct client consultations to gather detailed information and clarify goals
- Maintain high levels of organization while working with different clients at different stages of the process simultaneously

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

Helped 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 & 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*

Additional Experience

JUDGE, INDEPENDENT PUBLISHERS OF NEW ENGLAND ANNUAL BOOK AWARDS	2021 & 2022
WRITING INSTRUCTOR/TEACHER & CURRICULUM DESIGNER, K–12 HOMESCHOOLING	2007 – 2020
COORDINATOR, PHILADELPHIA BOOKPALS OF THE SCREEN ACTORS GUILD	1999 – 2001
PUBLIC AFFAIRS & MARKETING SPECIALIST, PENNSYLVANIA HOSPITAL	1995 – 1997

Professional Development

CERTIFICATE, <i>BECOMING A PROOFREADER</i> KNOWADAYS/PROOFREADING ACADEMY	WINTER 2022
GRAMMAR LAB MODULE, COPYEDITING CERTIFICATE (GRADE OF "A") UNIVERSITY OF CALIFORNIA SAN DIEGO	SPRING 2021

Professional Affiliations

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

Education

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