

PROFESSIONAL PROFILE

Writer, editor, educator and digital learning professional with more than ten years of experience creating English-language learning content and developing writing for different audiences. Strong at making complex ideas clear, engaging, and useful without flattening the personality or substance of the subject. Experienced in editorial development, curriculum and course creation, online learning, digital content, learner feedback and taking projects from an initial idea through to a finished product. Recently completed all required coursework for a Professional Diploma in Digital Learning Design, including the development of an online course from wireframes through storyboard and prototype.

AI LEARNING & WRITING PROFILE

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| AI & EMERGING TECHNOLOGY  | Strong interest in AI and the changing relationship between people, information, and technology. Experience in thinking critically about where AI can accelerate work and where human judgment, originality and verification remain essential. |
| WRITING & EDITORIAL CRAFT | Freelance editor and writer working across manuscripts and long-form content; experienced in structural feedback, copy refinement, proofreading, typesetting, audience awareness and maintaining a clear editorial voice.                      |
| LEARNING CONTENT          | Ten-plus years teaching English plus recent digital learning training; experienced in turning subject matter into learner-centered lessons, workshops, online learning and practical learning materials.                                       |
| DIGITAL LEARNING DESIGN   | Professional Diploma in Digital Learning Design coursework completed August 2026; developed an online course through wireframes, storyboard, prototype and final learning experience.                                                          |
| FORMAT & PRODUCTION       | Produces Peruse Zine as an online and print literary/art magazine, including editorial development, layout, design and production. Comfortable moving between written content, visual presentation and digital formats.                        |
| INITIATIVE & ADAPTABILITY | Used to working independently, learning unfamiliar tools and subject matter quickly, and carrying projects from an ambiguous starting point to a finished, audience-ready result.                                                              |

CORE EXPERTISE

AI & Emerging Technology • Writing & Editing • Technical & Explanatory Writing • Learning Content • Instructional Design • Curriculum Development • Digital Learning • Script & Story Development • Editorial Voice & Quality • Learner Feedback • Prototyping • Digital Content • Layout & Design • LMS & Online Learning • Project Management

EDUCATION & CREDENTIALS

PROFESSIONAL DIPLOMA IN DIGITAL LEARNING DESIGN *Digital Learning Institute*  
All required coursework completed August 2026; diploma expected September 2026

M.A. CREATIVE WRITING *University of Westminster* | 2024 | Distinction

M.A. ENGLISH *East Carolina University* | 2018 | 4.0 / 4.0

M.S. ENGLISH EDUCATION *Saint Joseph's University* | 2013 | 3.95 / 4.0

B.A. ENGLISH *Mount St. Mary's College* | 2008 | 3.815 / 4.0

Qualified Teacher Status (QTS) *United Kingdom*

NC Professional Educator's License: English 9–12; Language Arts 6–9; Exceptional Children: General Curriculum K–12 (previously held)

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## PROFESSIONAL EXPERIENCE

### **WRITER & EDITOR** | Freelance and Peruse Lit Limited, London, UK | August 2023 – Present

- Provide editorial services including manuscript editing, proofreading, typesetting, structural feedback and project management across long-form creative and nonfiction work.
- Translate complex or developing ideas into clear, engaging, audience-appropriate writing while preserving the author's voice.
- Manage editorial projects from initial assessment through revision, production and delivery, balancing quality, deadlines and client needs.
- Produce Peruse Zine, a literary and art magazine available online and in print, managing editorial development, content selection, layout, design and production.
- Experiment with digital publishing, audience-facing content and emerging tools and approaches to improve how information and ideas are presented.

### **CREATIVE WRITING INSTRUCTOR** | Ignite Hubs, London, UK | January 2025 – April 2026

- Developed creative writing curriculum and expanded course offerings to include professional and work-based applications.
- Designed and delivered remote learning for young people ages 7–18, adapting activities and explanations for an online environment.
- Guided learners through world building, character development, story structure and drafting; provided detailed feedback on written work.

### **ENGLISH TEACHER / CREATIVE WRITING & PUBLICATIONS TEACHER-EDITOR** | Cardinal Gibbons High School, Raleigh, NC | January 2013 – July 2023

- Designed and delivered curriculum in American, British and World Literature, journalism, academic writing and creative writing.
- Developed learning materials and student-centered activities that made complex texts and writing concepts accessible to different learners.
- Served as teacher-editor for the school's art and literary magazine; relaunched the school newspaper with a WordPress-based online edition.
- Created writing workshops and moderated Creative Writing Club, supporting learners through experimentation, drafting, revision and publication.

### **PROCESS IMPROVEMENT CONSULTANT** | Haig Barrett, Inc., Los Angeles, CA | October 2004 – December 2012

- Supported cross-functional eLearning and learning program management initiatives, serving as a liaison between IT management and business leadership.
- Developed courses, participant and instructor materials, governance documentation and training reference materials.
- Managed an enhancement to the Cerpoint Learning Management System, including vendor collaboration, team supervision, cost and timeline tracking.
- Conducted needs assessments and translated identified gaps into learning solutions, process improvements and recommendations.
- Provided technical writing and editing for software systems and training materials; managed project tracking, workflows, planning, issue resolution and operational readiness.

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## EARLIER PROFESSIONAL EXPERIENCE

**Human Resources / Office Management & Executive Support** — Envision Investments; Venturehouse Group; Kelson, Rood, Stoll & Winkler; Wimberly, Allison, Tong & Goo; Ernst & Young LLC. Progressively responsible roles involving office operations, professional communications, document editing, tracking systems, recruitment, onboarding, executive support and workforce communications.

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## DIGITAL & TECHNICAL SKILLS

AI Literacy • Learning Management Systems (LMS) • Online Course Platforms • Instructional Design • Digital Content Creation • Digital Storytelling • WordPress • Microsoft 365 • Microsoft Teams • Online Teaching Google Suite • Blended Learning • Project Management • Program Management