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# CAITLIN ANNETTE JOHNSON

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## WORK HISTORY

GHOSTWRITER & FREELANCE EDITOR

RIDGEWOOD, NY– 05/2020-PRESENT

**Content Creation:** produced timely, polished content on time at a rate of 2,000 words a day, six days a week

**Proofreading and Editing:** granular appreciation of language with an uncanny ability to spot mistakes at a rate of 5000 words a day

OFFICE MANAGER, ELLIPTICAL CONSTRUCTION

RIDGEWOOD, NY– 10/2019-03/2020

**Social Media and Marketing:** created social media marketing strategies to promote a co-working space, engage prospective tenants, and increase brand visibility on Instagram, TikTok, and Twitter– maintained 20% follower engagement per post

**Payment Processing:** processed rent payments through a rent payment management system, addressed invoices in Quickbooks and maintained accurate financial records

**Administration:** managed schedules for two executives on Google Calendar, coordinated meetings in person and online (Zoom, Google Meet), and handled day-to-day office tasks

DEPARTMENT CHAIR OF GENERAL EDUCATION, SAE INSTITUTE

CHICAGO, IL– 08/2013-03/2016

**Curriculum Development:** spearheaded the development and enhancement of general education curricula for 12 college-level courses

**Faculty Leadership:** recruited and supported a team of 10 instructors, facilitated professional development exercises

**Student Success:** explored tech-based strategies (Excel and Canvas) to enhance student retention and engagement, resulting in a 75% increase in attendance for at-risk students

**Regulatory Compliance:** ensured strict adherence to accreditation and compliance standards, maintaining the highest level of educational quality

CREATIVE WRITING INSTRUCTOR, SYRACUSE UNIVERSITY

SYRACUSE, NY 08/2010-08/2013

**Classroom management:** created and implemented lectures and projects that enhanced student engagement levels by 40% and led to a 98% course completion rate among participants

**Curriculum Development:** contributed to the curriculum development of 12 college-level courses, ensuring each aligned with the highest educational standards

**Academic Assessment:** conducted comprehensive assessments of student performance and provided targeted feedback that resulted in a 93% student retention rate for the 2013-2014 academic year

## INTERNSHIPS

READER, SALT HILL MAGAZINE

SYRACUSE, NY 08/2010-08/2013

**Editorial:** Evaluated and provided constructive feedback on poetry and prose submissions, contributing to the magazine's diverse selection of works.

**Curatorial:** Assisted in identifying emerging writers and fostering a welcoming environment for submissions.

**Teamwork:** Participated in editorial meetings, discussing trends in literature and enhancing the magazine's overall editorial direction.

READER, GLASS MOUNTAIN MAGAZINE

HOUSTON, TX 12/2008-12/2009

**Editorial:** Evaluated and provided constructive feedback on poetry and prose submissions, contributing to the magazine's diverse selection of works.

**Curatorial:** Assisted in identifying emerging writers and fostering a welcoming environment for submissions.

**Teamwork:** Participated in editorial meetings, discussing trends in literature and enhancing the magazine's overall editorial direction.

## EDUCATION

SYRACUSE UNIVERSITY – MASTERS OF FINE ARTS, CREATIVE WRITING

UNIVERSITY OF HOUSTON – BACHELOR OF ARTS, ENGLISH LITERATURE

## AWARDS AND PUBLICATIONS

"Mother in Beach Time" Forthcoming *Constellations*

"How I Got Rid of My Mississippi Accent" & "Diorama of a Life I Never Lived" Forthcoming *Magpie Zine*

"As Long As You Believe in Miracles" & "Love Potion for a Closet Queer" 02/2023, *Folio Literary Magazine*

Hudson Valley Writers Workshop Scholarship, 10/2022; Hudson Valley Writers Workshop

"There Are Women at the Ship Yard" & "Our Lady of the Lunch Break Room" 08/2009, *PANK Magazine*

"Lemonality" 05/2010– *Glass Mountain*

"Musical Structures Intended for the General Public" received Joyce Carol Oates Poetry Award for best poem, 05/2011– Syracuse University

"Cosmosis" 10/2012, *Otoliths*

"Destructive Enthusiasm: Melinda Tidwell's 2013 Portfolio" 03/2012, *Art Book Blog*

## COMMUNITY SERVICE

PS 88 Seneca School PTA Library Committee Chair, 07/2023-Present

Caring Closet Clothing Swap Organizer, 07/2023- Present

Scholastic Book Fair Parent Volunteer, 07/2023- Present

NY Intergroup: Phone Bank Volunteer

*Unravel*: iOS Touchscreen Literacy Web Application Tech Lead

SAE Institute Chicago: Public Advisory Committee Member

Syracuse University P.A.L. Project: Educational Mentor