

Sheri Rose
Educator and Essential Oils Coach
Owner & Editorial Services Professional
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SUMMARY

Award-winning educator, self-starter, and quick learner; More than twenty-five years combined occupational experience creating, managing, designing, developing, writing, editing, proofreading, and maintaining a variety of projects; Versatile skill set with experience teaching and completing writing, proofreading, and copyediting projects; Multiple awards for excellence in written applications; Recognized skills in writing, editing, design, documentation, management, and leadership; Varied experience mentoring employees, leading team projects, scheduling and implementing staff development training programs; Managed purchase orders, funding for field trips and travel to workshop trainings.

KEY SKILLS

- Writing, Copyediting, and Proofreading; English – US/UK/AUS/Canadian/ESL
- Style Guides: Chicago, AP, APA, MLA, Oxford and Cambridge, Harvard, Vancouver, IEEE
- Merriam-Webster's Collegiate/Garner's Modern American English (and others)
- Microsoft Office Suite: MS Word/Track Changes; Excel/PowerPoint
- Adobe: Acrobat/Photoshop; Google Docs/Drive
- PerfectIt and Grammarly; WordPress/HTML/SEO
- Degrees: BAs – English/Music; MEd
- Memberships: EFA, ACES, NFAA, and WACC
- Social Media: Facebook, LinkedIn, Twitter, Pinterest
- Software: Dropbox/Skype/Zoom, etc.
- PC and Mac systems; iPad/iPhone
- Data and graphics import, export, resizing, and formatting
- LAN/WAN basic networking, and computer repair and assembly

PROFESSIONAL EXPERIENCE

ESSENTIAL OILS COACH - SHERI LIVING WELL

10/2012 to present

Young Living Brand Partner - Business and team builder; product sales; network marketing; community outreach

EDITORIAL SERVICES PROFESSIONAL, PRECISION COPYEDITING LLC

10/2012 to present

Services: editing, writing, proofreading, and helping writers achieve clarity in language and written content; maintain the integrity of writers' styles

Specialties: Developmental and Substantive editing of trade books, articles, blogs, and academic content

Book Genres: sales and marketing, and self-help/self-development/instructional books; curriculum and leadership training manuals and procedures; memoir, romantic and historical fiction; Christian fiction and nonfiction; short stories, creative nonfiction, and poetry

Articles/Blogs: education, health, writing/editing

Academic Content: education curriculum and standards alignment; journal articles; master's theses, and dissertations; literary analyses and investigations; rhetorical analyses; cultural briefs; academic course waiver letters; academic letters of intent and statement of purpose

Other: Manuscript critiques and editorial letters; beta reading; query letters

EXPERIENCE

Academic Editing:

- Local students
 - MA theses; dissertations
 - Academic waiver letters, letters of intent, and statements of purpose
- Scribendi
 - Editing academic - dissertations, MA theses; academic journal articles – humanities and sciences
 - ESL editing – work from native speakers of Arabic, Chinese, Japanese, Swedish, and German

Book Editing:

- Publishing Companies
 - BookShark, Inc. – Education Curriculum Alignment and Editing: ELA/History/Biology/Standards Alignment
- Developmental/Substantive/Copy/Line Editing
 - Arnel Duvet – *Positive Action + Positive Thinking = Positive Results*
 - Dave Komonce – *The Debt Dilemma*
- Developmental/Substantive Editing
 - Jessa Stephens, Author, *Ana's Redemption*
 - Sharon Houk, Author – *Soulistic Leadership*
 - David Craig White – Author and International Sales Trainer & Personal Coach; *Stop Talking, Start Selling*
- Copyediting
 - Dr. Sean Gallman – Autobiographical Devotional
- Manuscript Evaluation
 - Dr. Bruce Cupp
- Proofreading
 - Ginny Dye

Blogs, Articles, and Web Content:

- Arnel Duvet – Motivational Life Coach & Mentor
- Kate Parker, CFO - GoTeachGo; Web
- William Mason - AllStevia
- Confidential NDA Work
 - Sales & Marketing Collateral for Independent Marketing Specialist
 - Ghostwriter - Blogs and Articles

KEY ACCOMPLISHMENTS

Developed business plan; incorporated and built clientele within one year; manage and cultivate ongoing client contact and customer service; ongoing expansion of clientele; completed copyediting coursework

EDUCATOR, AMERICAN PUBLIC EDUCATION SYSTEM

09/1983-09/2013

LEADERSHIP ROLES:

Technology grant writing committees; District-Level writing assessment and evaluator; School site writing assessment coordinator and scorer; English/Language Arts department chairperson; Model classroom for middle school English/Language Arts; Staff development coordinator; Chairperson of school site council (community liaison committee); Technology coordinator and trainer; School site liaison with superintendent and school board committees and presentations, such as: District-Level strategic thinking and restructuring committees; Curriculum councils and vertical teams

KEY ACCOMPLISHMENTS:

- facilitated pre-award, post-award, and close-out procedures in grant cycles with local education agencies (LEAs) and individual schools
- monitored and implemented criteria in technology grants and other contracts requiring reporting of progress and budgetary compliance
- developed, implemented, and taught staff development technology training programs as per grant criteria
- designed and maintained portfolio documentation of technology program
- collected, disaggregated, and reported student academic progress and standardized test data
- prepare charts, graphs, and tables as presentations to report data
- prepared, allocated, and reported criteria funding and use of funding for school site and classroom expenditures
- wrote, developed, and implemented articulated standards-based curriculum for school site and district-level implementation
- designed, developed, managed, and implemented staff development training programs on articulated and integrated curriculum, and best practices in instruction
- developed, monitored, and reported student academic progress in secondary level Pre-Advanced Placement English (Pre-AP) classes and standard English/Language Arts classes.
- participated as a school-site member of vertical team committees for district level comparative analysis of successful instructional techniques and effective curriculum articulation
- modeled integrated cross-curricular instructional techniques, technology integration, and lesson plan design
- learned HTML (self-taught), and designed, uploaded, and managed school website
- received awards for lesson plan design and instructional expertise
- developed award-winning choir ensembles

DOCUMENT TYPES

Grants, proposals, portfolios, and agendas; procedural and training programs and manuals; award-winning lessons and curriculum guides; technology integration plans; integrated units of study and standards alignment; data disaggregation and analysis; essays, reports, articles, summaries, and abstracts; graphic design and PowerPoint presentations; web content and design, and HTML; event flyers, pamphlets, agendas, programs and press releases

SPECIFIC SCHOOLS

10/2012-05/2013, ELMORE COUNTY PUBLIC SCHOOLS, Wetumpka, Alabama, Long-Term Substitute Teacher; Wetumpka High School and Eclectic Middle School; Wetumpka, Alabama

09/2008-10/2010, MONTGOMERY PUBLIC SCHOOLS, Montgomery; Floyd Middle Magnet School for Mathematics, Science, and Technology; Southlawn Middle School

SPECIFIC SCHOOLS (contd.)

09/1987-06/2006, MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT, Monterey, California; Martin Luther King, Jr. Middle School; various elementary schools, grades K-5

09/1983-06/1987, UINTA COUNTY SCHOOL DISTRICT #1, Uinta Elementary, Vocal Music and Music Appreciation

SUBJECTS TAUGHT

Primary subject: Secondary English/Language Arts (grades 6-10); Pre-Advanced Placement English (grades 6-10)

Other subjects: Writing and Research, Creative Writing, and Social Studies; Reading Intervention and Health; Newspaper and Multi-Media Publications; Computers and Internet Technologies; Keyboarding/Word Processing/Spreadsheets; Web Page Content and Design, Graphic Design, and Basic HTML

DUTIES

- planned, organized, led, and performed instruction of English/Language Arts curriculum
- supported district mandated curriculum pacing guides; wrote weekly lesson plans
- implemented formative and summative tests; monitored standardized tests and procedures
- utilized computer lab to supplement reading instruction and test preparation
- taught students how to write well-written constructed, persuasive and expository essays and reports, literary and rhetorical essays, and descriptive and writing techniques
- taught research and writing, and creative writing as elective classes
- coordinated spelling bee, fundraisers, field trips, and music performances, and adjudicated at music festivals
- supervised students before school, during breaks and lunch periods, and after school
- maintained computer labs and WAN/LAN networks, and updated, and rebuilt computers

CRITICAL THINKING AND PROBLEM-SOLVING

- monitored students' progress through observation, pre-tests and posts, and project assessments to inform instruction
- individualized instruction to meet students' needs
- adapted classroom design to encourage collaborative learning
- implemented student self-assessments of progress
- monitored students' academic standards achievement
- helped students monitor their progress

TEACHER & OTHER CERTIFICATIONS

- NCLB Highly Qualified in California; Secondary English; Music; Reading; Multiple Subjects
- Certified Essential Oils Coach – Life University

HONORS AND AWARDS

- Sigma Tau Delta English Honor Society
- Who's Who of Teachers
- Lori and Lou Flagg Award for Excellence in Teaching
- Discovery Channel School Spotlight Award Winner
- Master Search Lesson Plan Award
- Lesson Plans Featured on ZDTV

EDUCATION

- University of San Diego Extension, Copyediting Coursework-2012
- University of Maryland-University College, BA-English-2008
- Walden University, MS.Ed.-2004
- University of Montana, BA-Music-1983

VOLUNTEER SERVICE

- Atlantic Institute – Essay Competition Scorer – 2018 to 2020
- People That Care – Philanthropy – 2017 to 2018
- Mulder Church – Receptionist – 2016 to present