

Summary

Educational writer and editor with over 13 years of experience in designing, developing and implementing effective curricula for ELA & ESL k-12 students and adult learners in addition to writing for diverse fields.

Experience

Jennifer Gutierrez | Independent Contractor (jennifer-gutierrez.com) May 2014 – Present
Creator | Editor | Writer

- I write & edit bylined features and editorials; Conduct extensive research and fact-check; Format and proofread content-based materials for contributors; Follow specific tonality in diverse articles; Provide editing, proofreading, copywriting, instructional design and curriculum development services at educational institutions; Write and edit content remotely for ELL/ESL and ELA curricula.

Remote Language | Independent Contractor (remotelanguage.com) January 2019 – Present
Creator | Director | Educator & Curriculum Developer

- Tutor ESL learners in general and business English.

Custom Collaborative | Remote (customcollaborative.org) July 2019 – Present
Development Assistant | Writer

- Maintain CRM database and other development tools; Implement and help develop electronic media strategy; Conduct basic prospect research and support potential development; Coordinate development outreach and platform management; Write appreciation letters to donors; Organize content for electronic purposes.

Musah Lotallah | Independent Contractor April 2016 – August 2018
Transcriptionist | Writer

- Transcribed audio of recorded interviews into book format; Listened to recorded audio then transmitted drafts to supervisor via email; Identified and revised inconsistencies, errors and missing information in speech for written format.

Inage High School | The Inage Project Newsletter Apr 2014 – Mar 2016
Teacher | Curriculum Developer | Editor Tokyo, Japan

- Introduced topics to the student news team and mentor them as they completed writing assignments; Delegated writing responsibilities on a variety of student-based topics; Edited and proofread articles for school-wide publication; Developed the school brochure for English speakers at the Japanese high school; Submitted final newsletter to the school website coordinator for publishing purposes.

Interactive College of Technology | Curriculum focus Jan 2011 – May 2012
Curriculum Editor | Adjunct ESL Instructor Atlanta, GA

- Reviewed, wrote, edited and provided feedback on the ESL curricula for Beginner, Intermediate and Advanced level learners; Proofread material in a limited time frame successfully completing last-minute deadlines; Amended some of the 12 ESL curricula and student examinations.

Mama's Little Angels Learning Academy Jun 2007 – July 2009
Newsletter Editor | Curriculum Developer Atlanta, GA

- Developed in-house monthly newsletters for parents & employees; Designed a thorough curriculum for learners between 6 months (using My Baby Can Read) to 15-year-olds (ELA & ESL content); Reviewed, created and edited new materials prior to presenting to supervisors.

The Peoples' Network | Freelance May 2007 – July 2009
Editor Atlanta, GA

- Formatted and edited the company's first publication, "How to Make Movies and Make Money" Manual by Bobby Peoples; Proofread the company's documents and policies; Wrote and rewrote documents and business plans; Proofread and edited film scripts prior to submission; Assisted CEOs in writing marketing materials and marketing plans for grant and loan applications.

Jennifer Lee Gutierrez

Glow Ropes: The Rise and Fall of a Bar Mitzvah Emcee film

Fall 2004
New York, NY

Transcriptionist

- Transcribed film audio to subtitles in English and Spanish; Differentiated accents between actors in each scene; Identified and revised inconsistencies, errors and missing information in speech for written format; Maintained the language that was used in the film to portray it in writing.

Education

- **SUNY Buffalo State College** MS, Adult Education, GPA 3.45 Buffalo, NY
May 2017
- **SUNY Buffalo State College** BA, Broadcast Communications Buffalo, NY
Dec 2003

Skills

- **Language:** Fluent in English & Spanish; Basic French speaker
- **Computer:** Proficient in Microsoft Office, PC and Mac operating systems; *Competent* with Camtasia, Blackboard, Classmate, Salesforce
- **Certifications:** TESOL Certified Clayton State University – 2010

My Hobbies

- I enjoy reading, cooking, listening to music, making clothes and coming up with creative ways to do something. Oh, and I love hiking!

Writing Projects & Personal Publications

Books & Guides

- Let's Become Citizens Study Guide 2nd Ed. 2016
- Hi! I am Ayumi (Kids' book) Online/PDF release 2013
- Intentional, Motivational, Plainly Sensational – Book of Quotes Online/PDF release 2012
- Let's Become Citizens 1st & Study guide Online/PDF release 2011