
EDUCATION

Columbia University
Master of Fine Arts (MFA)
in Nonfiction Writing

Muhlenberg College
BA in Psychology;
Writing Concentration
Cum Laude
Phi Beta Kappa

UX Writing Academy
Certificate:
UX Writing (2022)

Stony Brook University
Certificate:
Children's Book Writing
(2018–2019)

EMPLOYMENT

ACE Programs for the Homeless

Curriculum Developer/Adult Literacy Teacher
New York, NY
Aug 2019 – present

- Write curriculum, manuals and signage for adults with low literacy levels; prioritize clarity and accessibility; ensure alignment with program goals
 - Instruct daily vocational courses for individuals with histories of homelessness, addiction, incarceration and underemployment
 - Establish best practices for Education Department; standardize content and delivery across courses and instructors; conduct periodic audits
 - Mentor individuals and groups in writing professional correspondence
 - Assess new clients' literacy levels; tailor approach to engage all abilities
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The Varsity Pen

Founder/Owner
New York, NY
Mar 2007 – present

- Provide individualized writing coaching—project-based and skill-based
 - Coach clients on content, style and structure of admission essays, academic papers, scholarship applications and creative manuscripts
 - Partner with parents of young children to write and revise personal statements for applications to preschool through secondary school
 - Write original skill-based curriculum for use with school-aged clients
 - Develop promotional content; maintain website; set business policies
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Intelligentsia Tutoring

College Process Tutor
New York, NY
Sept 2017 – Dec 2021

- Advised clients on content, style and structure of college admission essays
 - Logged detailed session summaries; created customized timelines for clients on tight deadlines; tailored approach to various learning styles
 - Edited clients' resumes and supplementary application materials
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Temple Shaaray Tefila Nursery School

Assistant Teacher
New York, NY
Aug 2015 – Jun 2018

- Fostered interpersonal skills, cognitive and language development, emotional resilience and ethical conduct within classroom community
 - Conducted class-wide and small-group lessons; established behavioral expectations; facilitated conflict resolution and self-help skills
 - Designed developmentally appropriate materials and activities
 - Collaborated with parents and administrators to best meet each child's needs; wrote weekly class newsletter; held parent-teacher conferences
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Johns Hopkins University: Center for Talented Youth

Program Assistant, Fiction Writing
New York, NY
Summer 2018

Teaching Assistant, Nonfiction Writing
Saratoga Springs, NY
Summer 2017

Summer 2018:

- Taught lessons on plot, character development and conflict
- Conferred with academic and program teams to assess student progress

Summer 2017:

- Assumed primary teaching role for 10 hours per week
 - Facilitated peer workshops, fostering constructive feedback on drafts
 - Provided individualized mentorship on course content and student essays
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Private Family

Full-Time Nanny
New York, NY
Sept 2009 – Aug 2015

- Served as educator, prioritizing children's moral and cognitive growth
- Managed family calendar, overseeing all domestic tasks autonomously
- Developed creative educational activities; took enriching outings across city
- Transported children to and from school, appointments and playdates