

**LINDA SCHAEFER
PROOFREADER**

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OBJECTIVE:

To ensure your written word is polished and professional utilizing my skills and education in the English language, proofreading, syntax, and punctuation.

PROOFREADING EXPERIENCE:

Freelance proofreading projects completed:

- *SMS.ac*, Mobile Communications Website, Proofread diverse content on topics ranging from music, sports, current events as well as researching and delivering of content for website.
- *Poems and Short Stories* by Cari Ann Henderson
- *A Guide to Successful Catering Events* by Gretchen Pelsner

RELATED PROFESSIONAL EXPERIENCE:

John Marvin Elementary School, San Diego, CA

Student Teacher (February-May 2002)

- Student teacher in a Progressive Alternative Curriculum Classroom, first, second and third grade combined.
- Designed and implemented instruction, which enhances and supports diverse cultures.
- Demonstrate skill in teaching strategies that capitalize on strengths, linguistic and cultural background of the student with disabilities and minimize limitations.
- Evaluate and propose appropriate adaptations in instructional materials for use in the individualized instructional programs.
- Analyze student class progress data to evaluate the usefulness of theoretically based instructional systems in individual cases and determine the need for program changes.
- Demonstrate the ability to teach using research-validated practices that maximize student academic learning time, teacher-directed instruction, student success, and content coverage.

Rancho Bernardo High School, San Diego, CA

Practicum Participant (September-December 2001)

- Participated in a Special Day Class assisting students with mild-moderate disabilities.

- Conferred with Special Education Teacher in reviewing student progress, planning for instruction, and providing instruction.
- Identified teaching strategies that capitalized on strengths, linguistic and cultural background of the student with disabilities, and minimized limitations.

O'Farrell Middle School, San Diego, CA

Language Arts Tutor for At Risk Students (October-November 2001)

- Assessed and evaluated a group of fifteen, culturally diverse, at risk, sixth grade students on present levels of performance in reading fluency.
- Cumulated student profiles including detailed information on current instruction and assessment practices in the classroom.
- Language arts instruction, including corrective reading, decoding, and reading comprehension.
- Formulated and constructed short-term objectives and general lesson plans.
- Monitored progress and ongoing assessment of students.

EDUCATION:

Education Specialist Credential San Diego State University 2001-2002

- Special Education; students with Moderate Disabilities
- Grade Point Average 3.8, hors.

B.A. English Literature San Diego State University 1994-1996

- Intense focus and study pertaining to Classic American, English, World Literature, as well as composition, construction, and analysis of the written language. Focus on perfecting the writing process of the English American Language.
- Contributing News Writer for The Daily Aztec

SYSTEMS KNOWLEDGE & SKILLS:

- Operating Systems: Windows Office 2000, World Wide Web.
- Software: Excel, MS Word.
- Ability to meet tight deadlines and high goals

SEMINARS AND SUPPLEMENTAL EDUCATION:

Founder and President of Maximum Sentence, LLC, Suzanne Gilad: "Proofreading Experience from the Ground up"-Learning Annex, 2005

References Available upon Request