

## EDUCATION

### MFA Creative Writing Fiction

*Columbia College Chicago, May 2015*

### MBA Business Administration

*Texas Woman's University, December 2010*

### BA English Literature

*University of Houston, December 2007*

## RELEVANT WORK EXPERIENCE

### Teacher |

May 2017 - July 2018

*Houston ISD, Houston, TX*

- Consulted with classroom teachers on matters relating to reading instruction, using progress-monitoring instrument as a base.
- Designed curriculum that fostered student achievement and college readiness.
- Created a yearbook that preserved memories, student life, and school history

### Remittance Processor |

September 2013 - September 2014

*JP Morgan Chase, Chicago, IL*

- Researched documentation as needed
- Created articles for the monthly site newsletter *The One*
- Pre-balanced payments per account instructions

### Junior Copywriter Intern |

September 2013 - December 2013

*Answers Media, Inc., Chicago, IL*

- Generated catchy and purposeful copy
- Aligned copy with specific graphics
- Catered to in-house client needs, i.e. ordering lunch, setting up coffee, etc.

### Teacher |

January 2008 – July 2012

*Houston ISD, Houston, TX*

- Created and prepared student orientation program on coursework and communicate course requirements
- Utilized documentation to statistically monitor student growth and development
- Promptly re-instructed course content in the form of remediation, modification, and enrichment

## RELEVANT EXPERIENCE

### Scripts

- Collaborated with other writers for spec script 2015
- Read on stage at Taft Street Coffee 2010
- Read on stage at Taft Street Coffee 2007

### Short Story

- Read on stage at Printers Row Lit Fest 2014
- Read on stage at Grad Reading Story Week 2014
- Read on stage at Printers Row Lit Fest 2013

### Nonfiction

- Read on stage at Writers at Dinner 2012
- Read on stage at Taft Street Coffee 2011

- Houston I.S.D. Five Year Service Award
- Inducted into Epsilon Phi Epsilon Honor Society

## SKILLS

- Microsoft Office Suite
- Mac Productivity Suite
- Celtx
- Final Draft

## AWARDS & RECOGNITION

- Follett Graduate Merit Award Recipient