

Susan R. Dewey

71 The Lane Road, Jonesboro, ME 04648

Phone (Cell): 207-266-3691 E-Mail: susan@beeberriywoods.com

Objective

Work as an editor for web sites, book length projects, or shorter pieces that will take advantage of my ability to merge creative vision with the rigors of grammar and punctuation.

Skills

- ▲ Editing and proofreading in academic settings
- ▲ Writing for clear communication
- ▲ Knowledge of Microsoft Word, Open Office
- ▲ Publication in digital forums
- ▲ *The Chicago Manual of Style, 16th Edition*
- ▲ *2012 AP Stylebook*
- ▲ Collaboration with co-workers
- ▲ Analytic thinking
- ▲ Strong communications skills across hierarchical and social divides

Professional Experience

Editing

- ▲ 2015 – Developmental Editor: Science Fiction novel, 109K words.
- ▲ 2015 – Editor: Knitting Pattern book. 7K words.
- ▲ 2015 – Curriculum Development: iD8 Triple-SSS, subcontractor to Cengage. 2 courses.
- ▲ 2014 – Writer: QBS, subcontractor to a major publishing house.
- ▲ 2014 – Developmental Editor: Science Fiction Trilogy, 300K words.
- ▲ 2014 – Curriculum Development: iD8 Triple-SSS, subcontractor to Cengage.
- ▲ 2014 – Editor / Writer ReciProtySM, a resource exchange company.
- ▲ 2014 – Editor: Series of multi-lingual fairy tale reading apps, English editions.
- ▲ 2014 – Writing Coach: MDI-HS, Bar Harbor, ME. Designing a writing lab and system for continuation.
- ▲ 2014 – Copyeditor / Proofreader LearningMate Solutions, Inc.
- ▲ 2013 – Developmental Editor: YA espionage thriller, 185K words.
- ▲ 2013 – Writer: Series of essays for TEFL instructor in China.
- ▲ 2013 – Copy Editor: Children’s literature fairy tale iPod app.

Publications

- ▲ 2011 – Writer: “A Seat At the Digital Banquet.” <http://digitalis.nwp.org>.
- ▲ 2010 – Writer: “Taxi Baby.” Puckerbrush Review.
- ▲ 2005 – Presenter: “How to do authentic research in the classroom.” Effective Practices Conference. Maine Writing Project.
- ▲ 2005 – Participant: “Handspun Gallery of Ponchos.” Spin-Off Magazine, Winter 2005. Interweave Press.
- ▲ 2003 – Presenter: “Reading and the Mutinous Crew: They don’t have to love reading to improve.” Coalition of Essential Schools 2003 Fall Forum. Columbus, OH.

Contractor-Writing Center, Mount Desert Island High School, Bar Harbor, Maine

2014 – Present

- ▲ Set up a student staffed writing center for MDIHS.
- ▲ Provide training and guidance in peer editing and coaching.

English Teacher, Jonesport-Beals High School, Jonesport, Maine

2011 – 2013

- ▲ Collaborate with Island Institute, out of Rockland, Maine, on their “Energy 4 Me” project, using science articles based on renewable energy for technical reading and writing lessons.

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- ⤴ Introduce community exploration, that combine historic research techniques and video presentations of their finding.
- ⤴ Focus on documentation, citation, and provenance of source materials.
- ⤴ Work with students to improve reading scores, adhere to writing and speaking conventions, and prepare for college as their next step, implementing a curriculum aligning with Common Core Standards.

English Teacher, Ellsworth High School, Ellsworth, Maine

1999 - 2011

- ⤴ Served as English Department Head from 2003 to 2009, developing curriculum and took the long view of state requirements to determine how they could best be implemented to meet student needs while taking advantage staff strengths.
- ⤴ Trained co-workers in uses of technology such as presentation software, mind-mapping, and GoogleDocs in the classroom.
- ⤴ Presented literacy strategies at a national conference, collaborated on research projects, and participated in the school's leadership team.
- ⤴ Developed a successful AP Language and Composition class.
- ⤴ Served on the Mission Statement committee and participated in various other groups that created documents detailing our work in preparation for a successful accreditation visit from the New England Association of Schools and Colleges.

Adjunct Faculty, Eastern Maine Community College, Ellsworth Higher Education, Ellsworth, Maine

2001 - 2009

- ⤴ Taught the evening composition class to adults returning to college after years away from school and recent graduates from the local high school; this included orienting the younger students to the responsibilities and rigors of college. Occasionally taught introductory literature and business communication courses.

The Jackson Laboratory, Bar Harbor, Maine

1988 - 1999

- ⤴ Trained employees in computer skills at The Jackson Laboratory's business office and served as a UNIX systems Administrator. Helped people become comfortable with technology and administrative systems and to expand their skills in the workplace.

Northeast Research, Orono, Maine

1985 - 1988

- ⤴ Worked as general factotum for the principal investigator of a social science research company.
- ⤴ Programmed in SAS to analyze data collected by interviewers and compare it to national census data.
- ⤴ Wrote and formatted questions used to gather data.
- ⤴ Trained and scheduled interviewers. This job was concurrent with the work for my MBA and provided a practical context for my academic work.

Other Employment:

- ⤴ University Sidi Mohammed Ben Abdullah, Fes, Morocco - Instructor
- ⤴ Peace Corps, Morocco - Teacher

Education

University of Maine Orono, Maine .

- ⤴ **Master of Business Administration.**

1986 - 1989

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^ **Teaching Certification courses.** English 7-12 endorsement. **1999 - 2011**

University of Rhode Island, Kingston, Rhode Island. **1972 - 1977**

^ **Bachelor of Arts.** Major: English. Minor: Biology and History

Teaching Certification

- ^ 1999 - Conditional Maine State Teaching certification
- ^ 2003 - Professional License to teach English in grades 7-12. I completed the coursework required to obtain this license while teaching a full course load at Ellsworth High School. This academic work included a variety of courses in administration and curriculum development.
- ^ 2005 - Maine Writing Project Fellow. This is a graduate level course exploring effective practices in teaching writing across the curriculum. Participants presented their own best classroom practices. University of Maine Orono, Maine.
- ^ 2010 - Digital Inquiry. University of Maine Orono.

Other jobs have included software basics for MDI Adult Education, knitting instruction, and pattern design.