

JESSICA MANSFIELD

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I am a dedicated professional with over a decade of experience in creating timely, targeted content for diverse audiences. My background in education has a focus in English, literacy, curriculum development, and leadership. I am proficient in editing, proofreading, creating, and designing. I use pedagogy and implement best practices around how people learn when delivering instruction or mentoring colleagues. I am seeking part-time or freelance work and would love to use my skills to help you build employee capacity, increase customer engagement, and achieve your business goals through improved content and communication.

EXPERIENCE

JULY 2012 – CURRENT

EDITOR, COPYWRITER, CONTENT CREATOR

Hired as the main editor of a now published children's book.

- Worked closely with the author to review manuscript, make grammar corrections, and provide feedback.
- Assisted in developing content, while maintaining the author's style.
- Created Book Description and About the Author pages.
- Developed pitches to publishing companies on my client's behalf.

Worked with school district Curriculum & Instruction department as a Capacity Builder.

- Wrote English assessments as a Subject Matter Expert, used in various schools across the district.
- Designed interdisciplinary units of study as part of a STEM coordinating team, and trained educators for implementation.
- Reviewed adopted curriculum for modification of pacing and alignment.
- Collaborated with teachers from multiple sites to develop standard-aligned lessons and instruction.

Taught English, writing, and editorial skills at the secondary level.

- Teacher of grammar, composition, structure, and syntax of the English language.
- Developed research reports and summaries based on data and scholarly articles.
- Created exemplars for students at various levels to use as a model for their writing.
- Produced written pieces of different styles such as narrative, descriptive, persuasive, expository, and creative works for a variety of audiences.
- Proficient in AP, APA, and MLA formatting.

JANUARY 2012 – CURRENT

EDUCATOR AND ADMINISTRATOR, WASHOE COUNTY SCHOOL DISTRICT

Served as Dean of Students and Interim Assistant Principal.

- Conducted data analysis and used findings to refine instructional processes.
- Edited and assisted in developing legal documents for Individualized Education Plans.
- Evaluated teachers on standards-based performance and provided support to improve practices.
- Provided feedback and proofed professional PD session presented at a Solution Tree conference.

- Organized and executed training and development for educators.
- Improved behavior and attendance by revamping school-wide system, targeting individual student needs.

Classroom teacher for 10 years.

- Designed/implemented in-person and web-based learning content for diverse audiences.
- Served as head of the English department. Communicated district initiatives, managed projects, analyzed data, led a team of professionals, and met deadlines.
- Served as site mentor teacher where I helped educators new to the profession set short- and long-term goals and develop capacity to reflect on their experiences.
- Created and managed content in a Learning Management System.
- Awarded the Excellence of Education award, presented by a local news station in September of 2017.

JUNE 2007 – AUGUST 2012

CUSTOMER SERVICE AND SALES REP, WELLS FARGO BANK

- Managed customer financial needs. In charge of opening and maintaining accounts and loans.
- Coached tellers on sales and service interactions.
- Responsible for creating and overseeing weekly schedule of banker staff.

EDUCATION

DECEMBER 2016

MASTER'S DEGREE IN EDUCATIONAL LEADERSHIP AND ADMINISTRATION,

UNIVERSITY OF NEVADA, RENO

Graduated with a 3.78 GPA. Degree included a 300-hour internship. I hold an active administrator endorsement on my license. Relevant coursework: business management, educational research, program development/evaluation, data-based decision making, curriculum improvement, and multiple law classes.

AUGUST 2012

BACHELOR'S DEGREE IN GENERAL EDUCATION AND SPECIAL EDUCATION,

UNIVERSITY OF NEVADA, RENO

Graduated with a 3.54 GPA while working full-time throughout college. Specialized in literacy education and have a literacy endorsement on my license in addition to Special Education K-12 and General Education K-8. Relevant coursework: foundations of language arts and literature, diagnostic assessment and literacy instruction, law and ethics, serving individuals with disabilities, technology in teaching, and education in a changing world.

SKILLS

- Exceptional written and verbal communication skills.
- Ability to generate content in a clear and precise manner.
- Highly organized with strong attention to deadlines and details.
- Excellent knowledge of grammar and use of punctuation.
- Studying SEO and optimizing sites for search engine traffic.
- Use data-driven decisions to leverage content and achieve client goals.
- In-depth knowledge of online research.
- Skilled at giving comprehensive and straightforward feedback.