

JESSICA MANSFIELD

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EXPERIENCE

JULY 2012 – CURRENT

FREELANCE EDITOR, COPYWRITER, CONTENT CREATOR

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

- Worked closely with author to review manuscript, make grammar corrections, and provide feedback.
- Assisted in developing content, while maintaining the author's style.
- Created the book description and about the author page.
- Developed pitches to publishing companies.

Taught English at the secondary level for seven years

- 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 APA and MLA formatting, and Chicago Manual of Style.

JANUARY 2012 – CURRENT

EDUCATOR AND ADMINISTRATOR, WASHOE COUNTY SCHOOL DISTRICT

Served as Dean of Students and Interim Assistant Principal

- Administered and enforced school policies related to discipline and attendance.
- Decreased behavior referrals by revamping school-wide system; targeting individual student need.
- Conducted data analysis and used findings to refine instructional processes.
- Managed emergency procedures and ran scheduled drills with students and staff.
- Organized and executed professional development for educators.

Taught English and social studies at the secondary level

- Designed/implemented in-person and web-based learning content for diverse audiences.
- Wrote English assessments as a Subject Matter Expert, used in various schools across the district.
- Served as head of the English department. Communicated district initiatives, managed projects, analyzed data, lead a team of professionals, and met deadlines.
- Designed interdisciplinary units of study as part of a STEM coordinating team and trained other educators for implementation.
- Collaborated with educators from multiple sites to develop standard-aligned curriculum.

- 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

- In charge of opening and maintaining accounts and loans.
- Managed customer financial needs.
- 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 educator licensure. Relevant coursework: business management, program development and evaluation, educational research, 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. Completed a 20-week internship. Specialized in literacy education and have a literacy endorsement on my license. 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
- Proficient in MS Office (Word, Excel, Outlook, and PowerPoint)

EXCELLENT REFERENCES UPON REQUEST