

# ANNA DUNWORTH

WRITER & EDUCATOR

CONTACT	PROFILE
<p>✉ <a href="mailto:anna@annadunworth.com">anna@annadunworth.com</a></p> <p>🌐 <a href="http://www.annadunworth.com">www.annadunworth.com</a></p> <p>📞 631.680.8636</p>	<ul style="list-style-type: none"><li>☆ <b>Freelance blogger</b> helping clients with their blogs, websites, and professional materials.</li><li>☆ <b>Author</b> writing debut novel, <i>Mako &amp; the 7 Isles</i></li><li>☆ <b>Former history teacher</b> in NYC public schools, providing curriculum materials and consulting for social studies teachers.</li></ul>
EDUCATION	PROFESSIONAL EXPERIENCE
<p><b>Master of Arts in Teaching Social Studies (2017)</b> Stony Brook University Graduate School</p> <p><b>Bachelor of Arts in Communication &amp; History (2013)</b> The State University of NY at Geneseo Concentration: Personal &amp; Prof. Communication</p>	<p><b>Freelance Ghostwriter</b> <span style="float: right;"><b>2021-Present</b></span></p> <ul style="list-style-type: none"><li>✓ Ghostwrites blog posts for businesses across industries</li><li>✓ Writes short and long-form blog posts with SEO optimization</li><li>✓ Works with a content agency to produce articles for clients</li><li>✓ Customizes blog posts for client keywords and other requests</li><li>✓ Creates effective resumes and cover letters for clients</li></ul> <p><b>AP World &amp; Global History Teacher</b> <span style="float: right;"><b>2017-2021</b></span> The New York City Department of Education (New York, NY)</p> <ul style="list-style-type: none"><li>✓ Developed and led technology training for students &amp; staff</li><li>✓ Designed integrated History &amp; ELA curriculum in two schools</li><li>✓ Designed tiered curriculum based on data analysis</li></ul> <p><b>Operations Manager</b> <span style="float: right;"><b>2014-2017</b></span> State Farm Insurance (Bridgehampton, NY)</p> <ul style="list-style-type: none"><li>✓ Structured operations for agency &amp; delegated tasks</li></ul> <p><b>Inventory Manager</b> <span style="float: right;"><b>2008-2014</b></span> Collette Designer Consignment (5 locations in Hamptons &amp; NYC)</p> <ul style="list-style-type: none"><li>✓ Outlined operating procedures into a 120-page handbook</li><li>✓ Trained and managed new employees</li><li>✓ Organized supply chain from acceptance of items to sale</li><li>✓ Drafted internal &amp; external communications</li></ul>
RELEVANT SKILLS	AWARDS & DISTINCTIONS
<p>Ghostwriting</p> <ul style="list-style-type: none"><li>✓ SEO optimization</li><li>✓ Industry research</li><li>✓ Meeting requested tone &amp; voice</li><li>✓ Link building (internal and external)</li></ul> <p>Curriculum Planning &amp; Coaching</p> <ul style="list-style-type: none"><li>✓ Specialization in AP for All</li><li>✓ Integrated departmental curriculum</li><li>✓ Differentiation</li><li>✓ Digital curriculum (remote &amp; in-person)</li></ul>	<p><b>Conference-Wide Top Paper Award (2013)</b> Eastern Communication Association Conference</p>
CERTIFICATION	
<p><b>Teaching Certificate (Social Studies, 5-12)</b> New York State Education Department</p> <p><b>Teaching Certificate (Social Studies, 5-12)</b> Connecticut State Education Department</p> <p><b>Google Apps for Education (Level II)</b></p>	