

# Jamie Lynne Burgess

Writer & Teacher

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## Education

<b>Master of Arts, English</b>	2014
University of North Carolina at Charlotte	Charlotte, North Carolina
<b>Bachelor of Arts, English &amp; French</b>	2009
Salve Regina University	Newport, Rhode Island
Undergraduate Thesis: "The Elocution of Memory: Literary Impressionism in the Works of Katherine Mansfield"	

## Writing & Teaching Experience

<b>ABA Assistant, Bridge Program</b>	September 2021-Present
Concord Public Schools	Concord, Massachusetts

- ♦ Coordinate with classroom teacher on daily lessons, activities, and logistics to provide a safe, trauma-informed environment.
- ♦ Tutor elementary students with autism in all academic subjects. Modify curriculum and classroom expectations to accommodate students' learning, communication, and behavior disabilities.

<b>Behavior Coordinator</b>	Summer 2021
MassAudubon	Lincoln, Massachusetts

- ♦ Tutored middle school students with behavioral and social impairments in all academic subjects. Provided emotional and social support for students, supervised extracurricular activities, and provided trauma-informed programming.

<b>Paraprofessional, STRIVE Program</b>	January - June 2021
Chelmsford Public Schools	Concord, Massachusetts

- ♦ Tutored middle school students with behavioral and social impairments in all academic subjects. Provided emotional and social support for students, supervised extracurricular activities, and provided trauma-informed programming.

<b>Freelance Writer</b>	2016-2021
Self-Employed	Remote

I pitched and wrote articles for a variety of outlets. I also served as a book coach, translator, transcriber, and editor for both individuals and corporations. My work stretched from writing intimately personal family histories to generating hundreds of pieces of content for multi-million dollar startup corporations.

### Selected Clients, Projects & Publications

Journalism:

**Nextavenue.org / Rewire:** Lifestyle, travel, and finance writing for PBS online outlets.

**Cinch Financial:** Blog development, interviewing, and reporting for a fiduciary app.

Book Coaching:

**Georgiana Kolenaty Stetter:** *Czechoslovakia During World War II*. Taking transcription to book-length work.

**Daniel Ploof.** *Where Flowers Bloom*. A queer coming-of-age memoir. Published April 2020.

Copywriting:

**Tall Poppies Design:** website copy for brands such as Circle Up Experience and Side-by-Side Planner.

**Tread of Pioneers Museum:** website copy for a brand new exhibit about agriculture.

<b>Director of Communications</b>	January 2019 - November 2020
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Colorado New Play Festival	Steamboat Springs, Colorado
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- ♦ Developed a complete marketing plan for the Colorado New Play Festival: a gathering of 50 theatre artists from around the country to develop a brand new play for the American theatre.
- ♦ Fostered relationships with local organizations, wrote copy and advertisements, designed and implemented email marketing.
- ♦ Improved ticket sales by approximately 800% in my first year; second year was cancelled due to the covid-19 pandemic.

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## **Creative Director**

**December 2015 - February 2021**

Swan Law, PC

Steamboat Springs, Colorado

- ♦ Designed and implemented yearly marketing plans for a law firm with more than \$200,000 in revenue each year. Organized and executed events for hundreds of participants.
- ♦ Created social media campaigns, including email newsletters, social posts, blogs, and website copy.
- ♦ Created, designed, and wrote educational materials for the law firm about delicate subjects in estate planning.

## **Adjunct Faculty, English Department & Modern Languages Department**

**2015-2017**

Colorado Mountain College

Steamboat Springs, Colorado

- ♦ Taught World Literature Pre-1600; American Literature Before the Civil War; and Conversational French at the college level

## **Teaching Assistant, University Writing Program**

**2013-2014**

University of North Carolina at Charlotte

Charlotte, North Carolina

- ♦ Designed a syllabus and served as Teacher of Record for two sections for Writing and Inquiry in Academic Contexts
- ♦ Instructed students in the writing of three major projects of different genres: narrative, discourse analysis, and ethnography

## **Writing Tutor, Writing Resources Center**

**2013-2014**

University of North Carolina at Charlotte

Charlotte, North Carolina

- ♦ Tutored students of all ages and of all academic disciplines with writing level through individualized teaching for 20 hrs/wk
- ♦ Assisted faculty and staff in preparation of articles for presentation with proofreading, editing, and revision ideas

## **Department Head, International & English Language Department**

**2012-2014**

Windsor Mountain International Summer Camp

Windsor, New Hampshire

- ♦ Provided an experiential curriculum in English language immersion for children, ages 6-15, from more than 30 countries
- ♦ Organized the International Day event, assisted children in creating presentations for more than 200 participants

## **Museum Educator**

**2009-2014**

Louisa May Alcott's Orchard House Museum

Concord, Massachusetts

- ♦ Designed educational activities and museum tours for groups of all ages, including living history guided visits
- ♦ Conducted primary research in the museum archives and presented findings through public tours and conferences
- ♦ Developed online international membership to the museum, designed and published museum blog and social media content

## **English Language Teaching Assistant (TAPIF)**

**2011-2012**

Lycée les marcs d'or (Marcs d'Or Technical High School)

Dijon, France

- ♦ Instructed English to students of all levels, ages 14 to 22, with a concentration on verbal expression and American culture
- ♦ Supervised a four-day language-immersion trip to London for 26 high school students and prepared construction site visits

## **Certifications**

### **Certificate for Teaching English as a Foreign Language**

**2010**

TEFL Paris Teacher Training Center

Tournan-en-Brie, France

### **Certificate for Tutoring English as a Foreign Language**

**2009**

College Reading and Learning Association

Newport, Rhode Island

### **Advanced French Language Certificate**

**2008**

University of Paris IV – La Sorbonne

Paris, France

I also speak French fluently, play the guitar, create fiber arts, and grow an extensive vegetable garden.