

CHARLOTTE DABROWSKI

CONTENT WRITER

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Location: Connecticut

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OBJECTIVE

Driven content writer and editor with progressive experience and education within academic environments. An analytical professional skilled in social media coordination, team leadership, and proofreading functions. A collaborative communicator trained to navigate all levels of an organization to drive continued success. Technically proficient with Microsoft Office applications, Adobe InDesign, and WordPress.

- Editing & Proofreading
- Customer Service
- Research & Analysis
- Verbal & Written Communication
- Client Relationship Building
- Staff Training & Leadership
- Social Media Management
- Presentations & Public Speaking
- Problem Resolution

EDUCATION AND ACHIEVEMENTS

Western Connecticut State University, Danbury CT

Master of Fine Arts, Professional Writing, est. June 2017

Bachelor of Arts, Professional Writing, Cum Laude, May 2014

- Sigma Tau Delta English Honor Society, Member, 2016
- Louise Kolb Award for Excellence in Tutoring, 2014
- KBE Building Corporation Scholarship, 2013
- High Distinction in Writing, 2014
- Dean's Circle, Member, 2013
- National Engaged Leader Award, 2013

PROFESSIONAL EXPERIENCE

Woodrow Wilson Middle School • Middletown, CT • 2017 - Present

SUBSTITUTE SECRETARY, GUIDANCE DEPARTMENT

Coordinates specialized student records, supervisor calendars, transcript transfers. Schedules meetings. Greets and assists visitors.

Russell Library • Middletown, CT • 2009 - Present

CIRCULATION CLERK • 2014 - Present

Facilitates library patrons with personal accounts, transit holds, and the transfer of incoming and outgoing library materials.

Utilizes Dewey Decimal system to maintain organized stacks. Authors articles of interest for library WordPress blog.

CHAIR OF THE AUTHORS FAIR COMMITTEE • 2016

Scheduled, coordinated, and supervised committee meetings and planning sessions for special events. Directed committee members in determining acceptance or rejection of authored works and drafts of related letters. Executed and presented at main event on June 4.

Western Connecticut State University • Danbury, CT • 2013 - 2016

TEACHING ASSISTANT • 2015 - 2016

Instructed more than 75 students in WRT 101 and ENG 106 basic writing and English courses. Coordinated classroom assignments, assessments, and projects. Developed lessons, PowerPoint presentations, lectures, and writing exercises.

ASSISTANT WRITER, UNIVERSITY OF PUBLIC RELATIONS • 2016

Promoted university and its academic mission by authoring press releases for university website in AP style. Interviewed university staff and students for stories and papers, and fulfilled project requirements within rigid deadlines.

WRITING TUTOR / ASSISTANT • 2013 - 2016

Interfaced with clients to identify weaknesses and edit writing projects and assignments. Devised effective revisions and changes for materials to enhance quality of work. Presented at regional and international conferences.

PUBLICATIONS AND PERFORMANCES

Black and White Journal, 2014, "Fiber Optics" and "Macaw's Law"

Poor Yorick Literary Journal, 2016, "Museum Spotlight with the Mark Twain House and Museum"

"Coloring Outside of the Center: Mandalas & the Grand Narrative of Writing Centers," IWCA Conference, 2016

River Valley Rhythms Radio Show with Stephan Allison, 2016

"Coloring Outside of the Center: Using Individual Stories & Mandalas to Move Beyond the Grand Narrative," NEWCA Conferences, 2016

"Invincible," Women Scream International Poetry Festival, The Buttonwood Tree, 2014