

# Sheri McGuinn

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## Education:

- o **Master of Administration**, Professional Writing & Editing, Northern Arizona University, Flagstaff, AZ
- o **MS in Education**, Learning and Behavior Disorders, Buffalo State College, Buffalo, NY
- o **BA Psychology**, Sonoma State University, Rohnert Park, CA

## Experience:

- o **Writer & Editor** 2005-current
- o **Teacher** Special Education, Reading Teacher, and Sub K-12; **Workshop Instructor** Adults 1995-2018
- o **Caseworker/Investigator** Child Protection, Chautauqua County, NY 1991-1994

## Written Communication:

- o Excellent professional **writing and editing skills**. Examples: published articles, stories, and books; legal reports; educational assessments and individualized education plans; website design and maintenance; and grant proposals.
- o Training and experience in **adaptation of material** for specific audiences. Examples: emphasis on stakeholders in professional writing courses; focus on audience for fiction; and experience adapting course materials for special education students with various needs at various academic levels.
- o Experience in **presentation of material in a required format**. Examples: genre standards for books; academic citations per appropriate style guides; legal reports; individualized education plans; and grant proposals.

## Verbal Communication:

- o **Presentation** skills highly developed through years of **teaching** and presenting workshops.
- o **Co-ordination of stakeholders** practiced as a special education teacher and grant writer.
- o Experienced in **collaboration** with other professionals as a caseworker, teacher, writer, editor, and graduate student.

## Creativity

- o **Developed, implemented, and managed** specialized education programs including a credit-recovery program for special education high school students and a reading program for junior high school.
- o **Developed**, conducted, and documented research on the impact of music on student behavior.
- o Demonstrated **initiative** and **innovation** in developing those programs as well as pursuing independent publishing.

## Organization:

- o **Time management** and **independent prioritization of tasks** practiced in all employment and self-employment.
- o **Deadlines** routinely met.

## Research and Analysis:

- o **Research** skills honed through two master's degrees, employment, and writing activities. The ability to **discover** the means to do things was essential as a teacher and useful in other occupations as well.
- o **Interviewing** skills include establishing rapport with hostile subjects, use of open-ended questioning, verification of understanding, **evaluation and analysis** of information obtained.
- o **Evaluation and analysis** experience also includes assessing student academic skills and behavioral issues (through informal and formal observation, interviews, and testing) and **assessing** child safety and family need for services (through interviews and observation of immediate situation, behavior, and environment).
- o **Innovation** and **creativity** were then used to develop alternative solutions.
- o As part of a team, **developed**, conducted, and documented research on the impact of music on student behavior.

Address, phone number and full work history available on serious inquiry.