

HEATHER A. GRAHAM

PROFESSIONAL SKILLS AND EXPERIENCE

Writing, Editing and Proofreading (selected)

Scriptus **Brooklyn, NY, U.S.A.** *Created in 2008*

Owner, Writer for hire

Scriptus provides professional writing solutions for homes and businesses. Services include writing, editing, proofreading, typing, template creation, in-house tutoring and writing seminars, and many others. InterMedia (below), is a current client.

InterMedia **Washington, D.C., U.S.A.** *July 2002-Present*

InterMedia conducts global research, emphasizing media, to create products for private and government clients worldwide.

Consultant, June 2004-Present

As a writing and editing consultant, I accept multi-country research and edit and analyze the information according to the needs of InterMedia's clients, particularly the U.S. Department of State. InterMedia conducts field research, often in countries of political interest to the United States, which I synthesize and analyze within the context of current global and domestic climates.

Associate Editor, July 2002-June 2004

As Associate Editor, I co-managed the research and production process, and was responsible for facilitating communication between InterMedia and its clients. I also wrote content for the website and in-house newsletter, and created InterMedia's internship program.

TradeRunner **Christchurch, New Zealand** *July-September 2007*

Contractor, Ad Writer and Office Manager

TradeRunner serves customers in metropolitan areas of New Zealand who have items they wish to sell on Trade Me, the "eBay" of New Zealand. As a contractor hired to help launch the company, I set up and managed the head office in Christchurch, worked closely with software developers to create a unique tracking system and wrote all of the advertisements for customers' items for sale. This required me to learn new skills, including elements of graphic design, digital photography, marketing and programming.

Christchurch City Council **Christchurch, New Zealand** *June-July 2007*

Contractor, Administrative Support

As a contractor at the Christchurch City Council, I provided product development support. My responsibilities included template creation, writing feedback summaries from public surveys, and design of public information leaflets using Adobe InDesign.

The Battalion **Texas A&M University, College Station, TX, U.S.A.** *May 1999-January 2000*

Weekly Opinion Columnist (as Heather Corbell)

The Battalion is a daily university newspaper with a readership of 50,000+. As a weekly opinion columnist, under the name Heather Corbell, I generated column ideas, researched topics, wrote a 1,500-word column and edited using AP style. I was often honored to have columns distributed by the Associated Press' U-Wire.

Teaching and Writing Instruction

Rowlett High School **Rowlett, Texas, U.S.A.** *August 2005-May 2006*

Rowlett High School is a suburban high school with a diverse, 3,000-strong student body of students from urban Dallas and its suburbs. My assignments at RHS included teaching English II, grade 10; English III, grade 11; and, English III Pre-AP, grade 10.

Jasper High School **Jasper, Texas, U.S.A.** *August 2004-May 2005*

Jasper High School is a rural secondary school with a student body population of about 800 students, many from the surrounding rural community. My assignments at JHS included teaching English II skill-level, grade 10; and English III, grade 11.

EDUCATION

Texas A&M University, College Station, Texas, U.S.A.

2001 **Bachelor of Arts in English Rhetoric with History minor**

Lamar State College, Orange, Texas, U.S.A.

I completed one year of coursework through the Lamar ACE (Accelerated Certification for Educators) program in the spring and fall semesters of 2005 to receive my teaching certification.

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CERTIFICATIONS AND PROFESSIONAL DEVELOPMENT

2008 *offManhattan Magazine*, Staff writer (pro bono)

2008 Business Network International, Manhattan Chapter 30 “The Success Net Chapter,” Member

2008 Freelancers Union, Member and Advertiser

2005 Texas Educator Certificate: English/Language Arts and Reading, Grades 8–12

I passed the TExES exam for English/Language Arts and Reading and the TExES exam for PPR (Pedagogy and Professional Responsibilities) in 2005, scoring in at least the 97th percentile and becoming recognized as a “Highly Qualified Teacher.”

SELECTED PUBLICATIONS

- *Radio Sawa Programming in Iraq: Monitoring Panel and Control Listener Reviews; March 2007*
- *Voice of America (VOA) Kurdish Programming in Northern Iraq; August 2006*
- *British Broadcasting Corporation (BBC) Albanian Programming; September 2004*
- *Media Environment Report for the Central Intelligence Agency (CIA): United Arab Emirates; November 2003*
- *Partnerships for Learning Youth Exchange and Study Program (YES): Opinions of Turkish Students in the United States; September 2003*

SKILLS AND INTERESTS

- Expert in Microsoft Office, especially Word, PowerPoint and Excel. Excellent in conducting internet and library research
- Experienced user in product design using Microsoft Publisher, Macintosh iWeb, Adobe InDesign and Adobe PageMaker
- Proficient user and troubleshooter on both Mac and PC systems
- Proficient in Spanish
- Extensive domestic and international travel
- Current passport and knowledge of customs, visas and other international travel needs

REFERENCES

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