

Shannon Luders-Manuel



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Experience

Freelance Copy Editor, Advancement Project October 2016—Present

- Edit various documents for the organization, including press releases, email blasts, and reports
- Offer conceptual feedback on structure and focus
- Ensure content is SEO and social media friendly

Content Coordinator, Best Version Media April 2016—Present

- Interview feature family from the neighborhood, including an Olympic athlete and a former mayor
- Write feature article for each issue of the monthly magazine
- Solicit and supervise incoming content from various contributors
- Arrange, edit, and proof content before printing

Content Writer, BKA Content April 2015—Present

- Write landing pages for company websites
- Create original Premium SEO content at the corporate level for Fortune 500 companies
- Write product descriptions for businesses

Curriculum Writer and Instructor, HS2 Academy June 2012—December 2015

- Wrote original SAT question sets for a large college preparatory academy, with students who go on to attend Ivy League universities
- Wrote Middle School Academic Writing curriculum for all five Northern California branches
- Taught SAT and ACT courses with up to 25 students per class
- Acted as Middle School Homework Club Supervisor

Education

University of Massachusetts, Amherst 2013

M.A. in English Literature, cum laude

Southern Oregon University 2007

B.A. in English and Writing, cum laude

Skills and Related Experience

PC / Mac / MS Office / Elluminate / Blackboard / Google Docs / Outlook / Smartsheet / Trello

Author of *Being Biracial: Where Our Secret Worlds Collide: Educators' Guide*

Freelance writer with bylines at *Essence.com*, *For Harriet*, *The Establishment*, *The Fix*, *The Financial Diet*, and *JSTOR Daily*

Featured Writer at Mixed Remixed Festival in Los Angeles (2014)

University of Massachusetts English Instructor (2007—2010)

“Captive America: Smart, Rowlandson and the Colonial Sentiment.” *AmeriQuests* Vol 7, No 1