

Taylor Thorn

**EDUCATION:**

 **Arkansas Tech University**

* + - Master of Arts in TESOL 2013

 **Drury University, Springfield, MO**

 **Degree**: Bachelor of Arts **Graduation Date**: December 2010

**Major:** English and Writing

**Minor:** Global Studies, Women and Gender Studies

* Dean’s List (2007-2010)
* Presidential Scholarship (2007-2010)
* Cumulative GPA on Plus/Minus Scale: 3.7

**EXPERIENCE:**

**Freelance Writer,** Cengage Publishing House, (August 2012 - May 2013)

Pam Mathis (870) 715-7204

* Work within the parameter set by clients and produce content on demand that would meet those needs.
* Work closely with copy editors and authors of textbooks to ensure the writing served the purpose the author intended.
* Required to be both self-motivated and execute projects alone, as well as working in tandem with other freelance writers.
* Provide assignments in a timely and efficient manner, working within strict deadline dates.

**Freelance Writer,** Demand Studios, Ehow article writer (December 2010- August 2011)

* Work within company guidelines
* Produce articles on a variety of topics and produce research for those articles
* Work with copy editors to produce quality work
* Be self directed and self motivated

**Writing Tutor,** Drury University Springfield, MO (August 2007 - December 2010)

 (417) 873-7273

* Edit Students paper for Grammar and Style
* Tutor Students on proper documentation guidelines when writing research papers
* Stay up to date on changing format guidelines and practices
* Utilize creative and structured writing techniques, helping students to improve their writing ability

**Circulation Assistant**, Drury University Olin Library Springfield, MO (August 2007- May 2008)

Tracy Sullivan (417) 873-7338

* Familiar using the Voyager computer interface when checking books in and out to patrons as well as helping patrons locate research materials and books.
* Skilled at coordinating efforts to help patron locate library materials, utilizing not only my knowledge of the library’s resources but also working alongside other assistants and librarians.
* Maintaining a “head count” of the library to better understand the flow of patrons so that the circulation desk could be best prepared to handle high demand times.
* Hourly maintenance rounds that involved checking on the cleanliness of the private study rooms and study areas, emptying trash cans, replacing paper and checking toner levels in printers.
* Checking books in and helping patrons check books and electronic documents out from the MOBIUS, SWAN, and Inter Library Loan System. When receiving books go through the proper incoming procedures the check for binding wear or any damage to books and direct to librarian for repair and maintenance.

**Secretary,** Todd Thorn’s Law Office, West Plains, MO (Summers from 2004-2007)

Todd Thorn (417) 256-5109

* Office duties, answer and directing phone calls.
* Scheduling appointments and managing the office agenda
* Running/Delivery office documents to various government/private buildings
* Typing letters, documents, from dictated tapes or meetings
* Other various office duties; copying, filing, and mailing.

**Additional References**

* Dr. Erin Kenny Associate Professor of Anthropology. Phone: (417) 873-7226. E-mail: ekenny@drury.edu.
* Dr. Peter Meidlinger Associate Vice President for Academic Affairs Undergraduate Studies - Professor of English. Phone: (417) 873-7469 Email: pmeidlin@drury.edu
* Dr. Randall Fuller Randall Fuller Chapman Professor of English. Phone: 315918-631-2812 Email: randall-fuller@utulsa.edu
* Dr. David L. Derossett Assistant Professor of Sociology. Phone: (417) 873-7270 E-Mail: dderosse@drury.edu