

CORRINNE GILBERTSON

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EDUCATION

COLLEGE OF CHARLESTON, Charleston, South Carolina
Master of Arts in Teaching, 2005

UNIVERSITY OF GEORGIA, Athens, Georgia
Bachelor of Arts in Classical Culture, 2001

EXPERIENCE

Classroom Teacher

2006-2009

VARIOUS ELEMENTARY SCHOOLS, Georgia and South Carolina

- Created and implemented standards-based teaching curricula
- Assessed, recorded and analyzed student progress
- Developed and managed safe and creative learning environments for classes of 12 to 23 students
- Communicated and collaborated with administrators, teachers and families
- Participated in professional development opportunities to enhance student achievement

Copy Editor

2004-2006

STREAMLINE PUBLISHING, Mount Pleasant, South Carolina

- Co-edited book *At the Close of Day: A Person-Centered Guidebook on End of Life Care*
- Edited and proofread copy for foreign language learning software
- Edited *Medical Spanish Reference Guide*
- Researched and wrote copy for *Medical German Reference Guide*

Administrative Assistant

2003-2004

STUCKEY LAW OFFICES, Charleston, South Carolina

- Edited and proofread legal documents and correspondence
- Maintained client records and case files

Freelance Copy Editor

2001-2005

SELF-EMPLOYED, Mount Pleasant, South Carolina

- Edited marketing materials, handbooks and training manuals for correctness, consistency and clarity
- Worked with both small businesses and individuals to produce high-quality finished products

KNOWLEDGE AND SKILLS

- Experience using MLA, Chicago, APA and AP style guides
- Knowledge of Ancient Greek, Latin and linguistics
- Excellent proofreading skills
- Proficient using Microsoft Office Suite and Outlook; Adobe Photoshop, Lightroom and Acrobat; both Mac and Windows operating systems; OpenOffice Suite and other open source software

References provided upon request
