

Kellie Nissen

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- **Cert IV qualifications in Professional Writing and Editing**
 - **Extensive copyediting, structural editing and proofreading experience in a range of settings including education, academic and business**
 - **Primary School Teacher (B.Ed/M.Ed) with over 20 years of experience in K-6, EAL/D and LOTE**

EXPERIENCE

Aranda Primary School

Banambila St, Aranda, ACT

2012 – current

Teacher / Copyeditor / Proofreader

- proofread and edit newsletters, notes and policy documents
- proofread and edit student reports
- develop and maintain a 'style guide' for report writing and other communications
- advise and mentor staff when writing reports (including procedure, language and structure)
- contribute to a range of committees responsible for curriculum and policy development

Airtasker / Freelance

online, various locations

Feb 2016 – Jan 2018

Copyeditor / Proofreader

- proofread and edit documents (manuals, advertising, academic research) for grammar, spelling and fluency
- assess copy (rough text and final) for consistency, accuracy and structure
- edit text to maximise readability and accessibility for a variety of audiences
- ensure documents follow a prescribed house style
- suggest changes to provide maximum clarity

Various ACT and NSW schools

Evatt Primary, Campbell Primary, Yarralumla Primary, Charlestown Public (NSW)

Feb 1994 – Dec 2011

Teacher

- mainstream teacher (K-6)
- LOTE teacher (Japanese)
- EAL/D specialist
- SLC (acting)
- facilitator for Primary Connections and Middle Years Mental Computation (MYMC) programs
- staff representative on School Board
- various administrative and teaching roles as required

EDUCATION

Open Colleges Australia
online (North Coast TAFE)

2016

Certificate IV in Professional Writing and Editing

- vocational writing (traditional print and digital), research, editing, proofreading
- HD average

University of Canberra
Canberra ACT

2003

Master of Education

- Educational Leadership and Mentoring (coursework)
- Japanese Immersion in the Primary School Setting (thesis)

University of Canberra
Canberra ACT

1993

Bachelor of Education (Primary)

- Primary (K-6)
- Japanese (including one year scholarship to Okayama University, Japan)
- LOTE Methodology
- ESL

SKILLS

- exceptional application of:
 - grammar and spelling
 - editing and proofreading processes
- in-depth knowledge of:
 - current educational priorities
 - student reporting procedures
 - policy development and documentation
 - communication procedures and protocols
- outstanding time management, organisation, accuracy and reliability

REFEREES

Phil Gray, Principal, Aranda Primary School

phil.gray@ed.act.edu.au

Rachel Alt, Manager, Lucid Writing Works

rachelealt@gmail.com