

SUMMARY OF EXPERTISE

- **Versatile, Published Author:** I translate complex ideas into compelling prose. For 20 years, I have worked as a writer, ghostwriter, and Web content developer.
- **Expert Editor:** I improve the clarity and accuracy of online and print materials. For 20 years, I have worked as a developmental editor and copyeditor. I specialize in “document rescue”—fixing troubled documents and ghostwriting new text.
- **Accomplished Grant Writer:** I develop winning proposals for nonprofit organizations. For 17 years, I have composed need statements, literature reviews, and capacity statements.

PROFESSIONAL EXPERIENCE

The Word Mechanic

Freelance Writer/Editor (2004–Present). Provide expert writing and developmental editing services that enable nonprofit clients to achieve their communication goals. Write, edit, and contribute content to books, articles, and online resources; edit and co-author P–12 curricula and teacher training materials; develop white papers, case studies, and literature reviews on educational reform topics. Clients include Education Development Center, Inc. (have contributed to the efforts of all three EDC divisions and all centers/units); Center for Strengthening the Teaching Profession; Discovering Justice; the National Association for the Education of Young Children. The following are selected examples of recent work:

- **Co-Author:** Swanson, J., Elliott, K., & Harmon, J. (2011). *Teacher leader stories: The Power of Case Methods*. <http://www.corwin.com/books/Book235827>
- **Co-Author:** Skiffington, S., Washburn, S., & Elliott, K. (2011). *Instructional coaching: helping preschool teachers reach their full potential*. *Young Children*.
- **Web Editor:** Success at the Core (<http://www.successatthecore.com/>) (2010)—Edited this resource-rich, comprehensive online toolkit designed to help school leadership teams and teachers enhance middle school instruction and improve student outcomes. Scope of work included rewriting text to ensure readability and consistency of tone.
- **Developmental Editor:** Kristan, P. (2010). *Awakening in time: Practical time management for those on a spiritual path*. Indianapolis, IN: Dog Ear Publishing.
- **Copy Editor/Developmental Editor and Co-Author of Module 3:** National Institutes of Health and Education Development Center, Inc. (2009). *Exploring bioethics: NIH curriculum supplement. Grades 9–12*. Washington, DC: National Institutes of Health Clinical Center, Department of Bioethics. (<http://science.education.nih.gov/supplements/bioethics>)
- **Developmental Editor/Copy Editor:** Hanson, K., Guilfooy, V., & Pillai, S. (2009). *More than Title IX: How equity in education has shaped the nation*. U.S.: Rowman & Littlefield Publishers, Inc.
- **Developmental Editor/Copy Editor:** Morocco, C. C., Aguilar, C. M., & Bershad, C. J. (2008). *Supported literacy for adolescents: Transforming teaching and content learning for the 21st century*. San Francisco: Jossey-Bass.
- **Web Editor:** Exploring Humanitarian Law Virtual Campus (<http://www.ehl.icrc.org/>) (2007). Edited materials to ensure readability and consistency of tone.
- **Web Editor:** SOLAR (Strengthening Operations for Learning and Results). Edited this online resource that supports Head Start programs in developing and tracking program improvement goals (<http://eclkc.ohs.acf.hhs.gov/hslc/resources/Professional%20Development/SOLAR%20Technical%20Assistance%20Planning%20Tools/index.html>).

Freelance Grant Writer (2004–Present). Develop winning grant proposals. Specialize in crafting compelling need statements, literature reviews, and capacity statements. High rate of successfully-funded grants to the Institute of Education Sciences, the Office of Head Start, the Child Care Bureau, the National Institutes of Health, and the National Institute of Mental Health.

- **Grant Writer/Developmental Editor:** Education Development Center, Inc., Newton, MA (2002–Present). Have written successfully-funded proposals to support policy research; initiatives focused on literacy development, professional development, and inquiry science; and innovative approaches to promoting improvements in instruction. Have also contributed developmental editing expertise to advance the fundraising efforts of numerous EDC clients.
- **Grant Writer:** Wrote successfully funded Phase I (2007–2009) and Phase II (2009–Present) Small Business Innovation Research (SBIR) grant proposals that advanced the development and testing of an intervention to support teens with a serious health issue and poor adherence to their treatment regimens.

Education Development Center, Inc., Newton, MA

Writer/Grant Writer/Editor (Research/Development Associate), Language, Literacy, and Early Learning Unit (2002–2004). Collaborated with researchers and trainers to produce high-quality online and print materials. Worked closely with the unit’s director and managers to secure funding for projects.

- Served as conceptualizer, writer, and editor for proposal teams. Contributed to the submission of dozens of proposals, concept papers, and fundraising letters that brought in millions of dollars.
- Wrote promotional materials, resource guides, research reports, articles, manuals, training curricula, annual reports, an e-mail newsletter, and intranet and Web site articles.
- Edited manuals, chapters in books, and articles written by staff. As primary editor of the unit’s website, developed style standards and ensured high-quality content.

Wheelock College Institute for Leadership and Career Initiatives, Boston, MA

Editorial/Fundraising Associate (1991–2002). Worked with the executive director to raise funds, edited research publications, and developed an array of promotional and educational materials to showcase the institute’s work and to share its research findings.

- Edited and co-wrote successful grant proposals to private foundations (W.K. Kellogg Foundation, Carnegie Corporation of New York, A.L. Mailman Family Foundation) and government agencies. Wrote reports to funders and fundraising correspondence. Researched foundations.
- Co-authored publications and developed content for articles, reports, the Institute’s website, promotional materials, and e-mail and print newsletters.
- Served as primary developmental editor and copyeditor. Managed production of publications. Supervised and collaborated with junior staff and consultants.

SELECTED PUBLICATIONS

Developmental Editor: Eggers-Pierola, C. (2005). *Connections and commitments: Reflecting Latino values in early childhood programs*. Portsmouth, NH: Heinemann.

Schilder, D., Kiron, E., & Elliott, K. (2003). *Early care and education partnerships: State actions and local lessons*. Newton, MA: EDC.

Elliott, K., Farris, M., Alvarado, C., Peters, C., Surr, W., Genser, A., et al. (2000). *The power of mentoring*. Boston, MA: Wheelock College Institute for Leadership and Career Initiatives.

Elliott, K., Alvarado, C., Copland, J., Surr, W., Farris, M., Genser, A. (1999). *The many faces of leadership*. Boston, MA: Wheelock College Institute for Leadership and Career Initiatives.

Elliott, K., & Vestal, A. (1998). *Learning and growing together: Head Start and child care professional development partnerships*. Boston, MA: The Center for Career Development in Early Care and Education.

Editor: Morgan, G., Azer, S. L., Costley, J. B., Genser, A., & Lombardi, J. (1993). *Making a career of it: The state of the states report on career development in early care and education*. Boston, MA: The Center for Career Development in Early Care and Education.

Elliott, K. (1991–1998). Wrote 15 study guides for The Wheelock Family Theatre (Boston, MA) to support educators and parents in enriching the theatre experiences of P–12 young people.

EDUCATION

BA 1990, University of New Hampshire, Durham, NH. Magna Cum Laude; Major: English; Minor: Social Work.