

JULIE A. BROWN

PROFILE

My professional interests lie in the areas of education and communications. A journalist for more than 15 years, I bring experience, a stellar educational background, and broad cultural insight to my work as an educator and an editor.

PROFESSIONAL EXPERIENCE || EDUCATION

SUBSTITUTE TEACHER, SEATTLE PUBLIC SCHOOLS | SEATTLE, WA | CURRENT

Provide reliable, flexible support to district schools and instructors across content areas and grade levels. Implement lesson plans, document instructional activities and student behavior, maintain classroom environments conducive to learning, and cooperate with staff to ensure that educational objectives and campus expectations are met.

INSTRUCTOR, HOUSTON INDEPENDENT SCHOOL DISTRICT | HOUSTON, TX | 2010-2013

Collaborated with planning teams to develop engaging, standards-based instruction. Coordinated district reading initiative at the campus level. Instructed struggling readers in the elements of literacy and instilled understanding of literacy as key to academic success and lifelong learning. Tailored instruction to student abilities and learning styles via targeted strategies for differentiation. Analyzed data to refine and redirect instruction, ensuring student mastery of content objectives. Served two-year term on site-based decision-making team. Communicated effectively with parents, guardians, and community members to support student success.

ASSOCIATE TEACHER, HOUSTON ISD | HOUSTON, TX | 2008-2010

Designed instructional plans across content areas as a dedicated substitute teacher for long-term assignments. Established and maintained supportive classroom cultures and effectively managed discipline issues. Conveyed passion for literature and reading to reluctant learners and accurately assessed student progress with respect to state learning objectives. Participated in staff and administrative meetings and built positive relationships with teaching colleagues and school staff.

TUTOR, WESLEY COMMUNITY CENTER | HOUSTON, TX | JULY-AUGUST 2007

Developed and implemented projects to engage high-needs adolescents in math and ELA subject areas, fostering self-esteem and supporting academic success.

PROFESSIONAL EXPERIENCE || FREELANCE EDITING

EDITOR, AND TAKE NAMES, INC. | HOUSTON, TX | 2008-2013

Provided editing and writing support to business communications outsourcing firm. Emphasis on legal documents, including court briefs and professional publications. Primary client: Barbara L. Johnson, Paul Hastings LLC, Washington, D.C.

EDITING CONSULTANT, ZEUS DEVELOPMENT CORP. | HOUSTON, TX | 2009

Polished and proofread topical periodicals and market data publications for energy consulting group. Advised in-house editorial staff on development of comprehensive style guidelines.

COPY EDITOR, AKA MARKETING SOLUTIONS | HOUSTON, TEXAS | 2007-2008

Produced error-free marketing content for energy industry clients, including Weatherford International and Schlumberger.

EDITOR, INSTITUTE FOR SPACE SYSTEMS OPERATIONS | UNIVERSITY OF HOUSTON | 2007

Prepared scientific articles for publication as annual report of research, in fulfillment of funding obligations to the Texas Legislature. Research areas included computer science, communications, engineering, astrobiology, and physics.

CONTENT EDITOR, STARFALL GRAPHICS | HOUSTON, TX | 2007

Collaborated with graphic design professionals to produce training manuals for the Office of Institutional Diversity at Houston's M.D. Anderson Cancer Center.

PROFESSIONAL EXPERIENCE || JOURNALISM

WIRE EDITOR, SEATTLE NEWS FAX | SEATTLE, WA | 1998-2003

Selected and edited local and wire service copy for daily news publication delivered via fax to area businesses.

COPY EDITOR, SEATTLESIDEWALK.COM | SEATTLE, WA | 1997-1998

Edited arts and entertainment copy and provided content for Microsoft's debut Web publication.

COPY EDITOR, THE SEATTLE TIMES | SEATTLE, WA | 1996-1997

Edited local and wire service content and wrote headlines for Washington state's largest daily newspaper.

WIRE EDITOR, THE HERALD | EVERETT, WA | 1991-1996

Selected and edited wire content for daily suburban newspaper serving Washington's fastest-growing county. Coached reporters on award-winning series; contributed occasional features articles.

COPY EDITOR, SEATTLE POST-INTELLIGENCER | SEATTLE, WA | 1990-1991

Edited news and features content for conformity with Associated Press and house style guidelines. Wrote headlines.

COPY EDITOR, THE DAILY HAMPSHIRE GAZETTE | NORTHAMPTON, MA | 1987-1990

Participated in all aspects of production for independent daily newspaper serving a vibrant academic community.

COMMUNITY OUTREACH || VOLUNTEER SERVICE

DIRECTOR, MILTON BIGHT COMPUTER PROJECT | ROATÁN, HONDURAS | 2004-2006

Developed and led a successful initiative to establish a computer lab in a rural primary school. Located sources for high-quality equipment donations and facilitated international shipment. Prepared computers for use in an instructional setting. Trained school staff in basic technology skills. Developed and taught dual-language computer curriculum for grades 1-6. Worked closely with school principal to achieve project and curriculum goals.

EDUCATION

SMITH COLLEGE | NORTHAMPTON, MA

B.A. in English language and literature conferred May 18, 1986

Minor concentrations in East Asian studies and music

GPA: 3.7305

UNIVERSITY OF ST. THOMAS | HOUSTON, TX

Graduate coursework in support of Texas teacher certification, 2010-2011

GPA: 3.767

CERTIFICATIONS

STATE OF WASHINGTON EDUCATION CERTIFICATE

Endorsements: ELA, Reading, ELL, Social Studies

TEXAS EDUCATOR CERTIFICATE

Endorsements: ELA, Reading (Grades 8-12); English as a Second Language (Grades 8-12)

REFERENCES

Available upon request.