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# RACHEL E. HICKS

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## WORK HISTORY

### FREELANCE WRITER AND COPYEDITOR, 2014-PRESENT

Copyedit and proofread online content, brochures, ad copy, training manuals, video scripts, formal letters, etc., for international non-profit organizations, companies, and individual clients. Write essays, articles, and guest blogs for periodicals and blogs. Poetry published in numerous literary journals.

### HOMESCHOOL TEACHER, 2007-2014

Prepared and implemented educational instruction for my two children in all core subject areas: language arts, mathematics, science, history and geography, Chinese, music and art. Evaluated students' learning and progress via informal and formal assessments. Taught critical thinking and life skills.

### VOLUNTEER, FOOD FOR THE HUNGRY, CHENGDU, CHINA, 2006-2013

Taught best-practice instructional methods to Chinese secondary English teachers on a monthly basis. Taught conversational English to university students at "English Corner" activity. Served bi-monthly in orphanage. Cared for babies, planned and implemented games and activities for older children.

### ENGLISH TEACHER, CESAR CHAVEZ HIGH SCHOOL, PHOENIX, ARIZONA, 1999-2002

Prepared and implemented direct English classroom instruction focusing on reading and writing skills, multiple genres of literature, and speaking and listening skills. Developed and coordinated school yearbook program. Served as member of interdisciplinary cadre which taught various instructional strategies to other faculty to improve classroom instruction.

## EDUCATION

The College of Wooster, Wooster, Ohio. Bachelor of Arts, 1999.

English Major (Secondary Education specialization) Cum laude

## OTHER SKILLS

Excellent written and oral communication skills  
Proficient with various computer software and cloud-based programs  
Conversationally proficient in Mandarin Chinese  
Intermediate proficiency in French  
Cross-cultural skills