Lucia Stone

801-244-2341 | lucia.adaline@gmail.com

**PROFESSIONAL PROFILE**

As an experienced and bilingual writer with a strong educational background in mental health and culture, I bring a unique perspective to my writing. My experience spans a wide range of genres, including technical, medical, mental health, research, copyediting, and educational writing.

**LICENSURE**

**Utah State Board of Education**

Professional Educator Dual Licensure:

Special Education K-12: Mild/Moderate and Elementary Education K-8

**EDUCATION**

**Masters in Curriculum & Instruction**

*Western Governors University*| Salt Lake City, UT

**Bachelor** **of Arts** **in Special Education & Elementary Education**

*Western Governors University* | Salt Lake City, UT

**CERTIFICATES**

**Writing Certificate-Professional Writing & Media**

*Salt Lake Community College*| Salt Lake City, UT

**WORK EXPERIENCE**

*Lee & Stone: Special Education A to Z* |Remote

**Special Education Consultant**

* Ensure that all written content is free of errors, including grammar, spelling, punctuation, and syntax.
* Conduct research to verify accuracy of information presented in written materials.
* Conduct initial consultations with parents to assess their child’s needs and develop a plan for securing appropriate services.
* Research and analyze relevant laws, regulations, and policies related to special education to ensure parents are fully informed and prepared to advocate for their child.
* Attend meetings with school officials, educators, and other stakeholders to advocate for the child's needs and ensure that their rights are being protected.
* Provide ongoing support and guidance to parents throughout the special education process.
* Build relationships with community organizations, advocacy groups, and other professionals in the special education field to expand resources and support available to parents.
* Market services and create a brand identity that resonates with parents and professionals in the special education community.
* Maintain accurate records and documentation of all interactions with clients.
* Create, manage, and maintain website design and social media content.

*Leadership Academy of* Utah| Remote

**Special Education Case Manager-Curriculum Support**

* Executed a successful research study on the impact of gamification in a virtual environment, which included building and creating a gamified curriculum. Student fluency increased by 30%.
* Designed a Reading, Writing, and Language Arts curriculum for Special Education students, increasing comprehension and writing skills by 20%.
* Build and design canvas courses to meet grade-level content while meeting student IEP goals with 80% accuracy.
* Create, implement, and prepare engaging lessons and assignments for virtual lessons with a goal of 75% student interaction and engagement with a success rate of 80%.
* Formulate training for paraeducators on 8 different educational technology platforms and medias.
* Analyze course content for 4 subjects to ensure curriculum and lessons align with student IEP goals.
* Collaborate with other case managers on maintaining 100% alignment across all subjects.
* Collaborate with parents, special education director, LEA, and related services regarding individual students on caseload.

*Worldly Experiences: Global Learning and Discovery Platform*| Remote

**Freelance Writer**

* Read and research a variety of topics ranging from insurance, personal finance, to government and voting.
* Write questions in several formats (multiple choice, short answer) and in many categories that will help young adults learn about the real world.
* Write detailed answers in different formats to give young adults support with jobs, careers, and training on an app.
* Pitch training ideas on content for the app.
* Proofread content to ensure proper style, grammar, and mechanics.

*Spectrum Academy* | North Salt Lake, UT

**Intervention Specialist: Writing Skills**

* Collected and compiled data to create personalized interventions with 25% improvement after six weeks of implementation.
* Writing specialized lesson plans to provide individualized instruction to increase student grade-level in content areas and did so by 30% each quarter.
* Write and record legal documentation to ensure compliance with state regulations.
* Write and draft IEPs for students on caseload including data to support claims.
* Edit and revise curriculum to meet the needs of each individual student.
* Professionally communicate with parents, teachers, and administrators through writing.
* Revise and write lesson plans to engage students in social skills and other subjects.
* Write behavioral intervention plans for individual students.
* Managed and track student behavioral patterns to identify learning needs for cu

*Elevations Academy* | Syracuse, UT

**Case Manager**

* Generated student workshops to increase writing skills by utilizing reading, peer workshops, Socratic seminars, and individualized content. Student writing skills improved by 33%.
* Developed English Language Arts curriculum for grades 7th-12th which supported multiple learning needs and grade levels. Student success rates increased by 40% after the new curriculum was implemented.
* Professionally communicate with parents, teachers, and administrators through writing.
* Improve student behaviors by creating, implementing, and managing academic and behavioral plans.
* Taught students how to create and write dynamic resumes with 72% success rate.
* Write and complete an educational assessment on each student when entering the program to determine interventions needed.
* Utilize company program to compile and document medical data and assessments on each student, weekly and monthly.

*Orange Soda*| American Fork, UT

**SEO Content Writer**

* Create informative articles for a variety of companies based on company needs.
* Research topics related to each product being sold to write informative and accurate articles.
* Utilize content management system to create effective drafts.
* Edit and revise articles to ensure clarity, grammar & spelling are accurate.
* Maintain and follow all SEO content standards.
* Draft SEO web content from scratch.

*Salt Lake Community Writing Center* | North Salt Lake, UT

**Writing Coach**

* Organized and lead upcoming community writing workshops.
* Engaged in workshops to help the community improve writing skills, such as resume writing.
* Edited and helped with the publication of *The Freedom Writers* book of essays.
* Managed and revised digital content prior to publishing.
* Edit and revise submissions for publication.
* Provide writers with feedback on their work.

**SKILLS**

* Spanish language fluency with advanced writing skills
* Experienced professional and technical writer
* Intermediate computer skills
* Diplomatic conflict resolution
* Strong verbal communication skills
* Complex problem solving and active listening
* Analytical and cognitive thinking skills
* Culturally sensitive and internationally traveled

**Honors:**

Dean's List at Weber State University

WGU Excellence Award for Best Written Unit Plan

NATSAP Academic Summit Speaker 2019

Kappa Delta Phi International Honor Society in Education

The National Society of Leadership and Success