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## Curriculum Writer Resume

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### Job Objective

Seeking a position as Curriculum Writer in a reputed organization where I can utilize my knowledge and experience.

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### Highlights of Qualifications:

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- Extensive experience of curriculum research, planning and development activities
  - Sound knowledge of online publications and print-production processes
  - Commendable knowledge of HTML, LaTeX, Microsoft Office and Internet
  - Familiarity with teaching and providing curriculum-based instructional materials
  - Ability to develop and maintain strong professional relationships with staff and clients
  - Ability to prioritize, manage, and complete writing projects, on time
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### Professional Experience:

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Curriculum Writer  
Tulsa Tech – Tulsa, OK  
August 2012 – Present

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### Responsibilities:

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- Created and implemented lesson plans and curriculum writing techniques.
  - Evaluated and improved new and existing lesson plans and curricula.
  - Composed and provided lesson notes, course questions, and lab exercises.
  - Followed in-house writing style and proofread all curricula based materials.
  - Prepared and delivered effective curriculum-based feedback, in a timely manner.
  - Interacted and liaised with special content specialists for multiple curricula development.
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Curriculum Writer  
Edmentum Inc, Toledo, OH  
May 2009 – July 2012

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### Responsibilities:

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- Prepared and delivered subject-specific lesson plans and program-specific curriculum.
  - Created and presented high quality curriculum and instructions, in a timely manner.
  - Contacted and invited industry professionals as guest speakers and on field trips.
  - Served on curriculum committee and developed courses in alignment with institution's standards.
  - Assessed training materials and conducted training sessions related to curriculum.
  - Attended staff meetings and seminars and participated in professional development workshops.
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### Education:

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Master's Degree in Instructional Design  
South Dakota State University, Brookings, SD

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