

Krystle C. Word

Writer, Educator

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📞 443.579.7155

SKILLS

Exceptional verbal and written communications skills

Innovative and well-organized

MAC/PC literate

Microsoft Office Suite, including Sharepoint

Outgoing personality and proven leadership skills

WORK EXPERIENCE

Managing Editor

Luxe Radar Media

06/2016 – Present

Global subscription media collection that produces original content and showcases the impactful and inspiring stories of women around the world — turning their stories into everlasting art.

Achievements/Tasks

- Oversee the editorial process, including contributing to the creative direction of the brand's premier publication The Fruit.
- Works collaboratively with LRM's Founder and Creative Director to determine collective's content and topics
- Created in-house style guides for editorial team, partnership agreements, project proposals, and writers' guidelines digital member community
- Evaluates finalized copy for compliance with policies, style and tone
- Oversees editorial process with partner brands and other collaborations to ensure execution of predetermined creative direction, adherence of LRM's mission, values, and vision, and overall cohesion and consistency of projects
- Support Creative Director in planning and execution of on-site events, including coordination with partner brands and organizations
- Promote content and products at media drives, launch events
- Write press releases, presentations, copy for infographics, web pages and posting content
- Conduct interviews with featured artists and manage editorial assignments of freelancers and intern staff

College Access Program Specialist

CollegeBound Foundation

06/2018 – 08/2019

Baltimore, Maryland

CollegeBound works exclusively in Baltimore City public schools using a nationally-recognized college advising model that has transformed the lives of more than 67,000 students. CollegeBound operates on-site in 22 Baltimore City public high schools, providing full-time college advisors, delivering need-based funding and administering an annual scholarship portfolio of close to \$3 million.

Achievements/Tasks

- Serve as the College Access Program Specialist for the largest public high school in Baltimore City, serving a population of over 1600 students, in Baltimore City
- Deliver college access services to high school students and their families through individual advising, group facilitation, classroom lessons, and presentations
- Promote all college pathways including technical, two-year and four-year opportunities
- Collaborate with school counselors, school staff and community partners to coordinate and/or deliver specified services focused on college and career awareness and early preparation
- Spearheaded partnership with local university to initiate early college/dual enrollment opportunity for students
- Collect, analyze, and prepare student data for written monthly report for various stakeholders
- Remain current on best practices in college access advising and financial aid specific for diverse, first-generation, and limited income students

WORK EXPERIENCE

Adjunct Professor/Consultant Stratford University

2015 – 2017

Baltimore, Maryland

Achievements/Tasks

- Review tutoring center policies, curriculum, and materials and make recommendations for technology/resources. Evaluate student placement exams and make placement recommendations.
- Teach a variety of English courses including, but not limited to English Composition and English Enhancement. Develop innovative lesson plans designed to serve a non-traditional audience.

Freelance Writer/Consultant Consultant

2005 – Present

Achievements/Tasks

- Create web content for various clients, including some back-end support
- Freelance writer for political hopefuls, including speeches, bios, and media advisories
- Write and develop internet content for event promoters and professional musicians
- Consult with high school students to help improve and strengthen college admissions essays and provide tips and preparation for transition to college writing
- Provide writing consulting to professionals needing to polish their writing skills to transition to new phase in career

High School Lead English Teacher Baltimore City Public Schools (BCPSS)

08/2015 – 06/2018

Baltimore, Maryland

Baltimore City Public Schools is one of the largest districts in the state and serves over 80,000 students at 177 schools in Baltimore city.

Achievements/Tasks

- Served as Senior Honors Program Lead at largest high school in BCPSS, overseeing syllabi and curriculum development and amendments, assessment building and tracking, and creating and maintaining ethical grading policies.
- Served as Grade-level Lead for cohort of 600 students. In this capacity, I guided a team of six teachers through the process of analyzing and implementing data, creating long-term curriculum maps and weekly lesson plans.
- Implemented developmental writing workshop designed to prepare senior students for college writing. Workshop participants saw an average of 20 percent on both their sentence skills and essay scores on the Accuplacer placement test.
- Responsible for delivering differentiated instruction to students with varying educational needs, including gifted students and those with Individualized Education Programs (IEPs). This process included modifying assignments, supporting students' specific needs, identifying and tracking student progress, and noting regression or instances when IEPs did not adequately meet student needs.

Adjunct Professor/Consultant Stratford University

08/2015 – 04/2017

Baltimore, Maryland

Achievements/Tasks

- Review tutoring center policies, curriculum, and materials and make recommendations for technology/resources. Evaluate student placement exams and make placement recommendations.
- Teach a variety of English courses including, but not limited to English Composition and English Enhancement. Develop innovative lesson plans designed to serve a non-traditional audience.
- Created course syllabus tailored for a variety of learning styles; worked with department lead to revamp course description to coincide with current student textbook and workbook.

WORK EXPERIENCE

Multi-Genre Creative Writing Workshop Instructor

Stevenson University

2017

Baltimore County, Maryland

Stevenson University is Maryland's third-largest independent university.

Achievements/Tasks

- Developed an original creative writing curriculum to deliver to class of gifted summer institute students
- Responsible for facilitating hybrid experience that included face-to-face as well as virtual components
- Created writing workshops and guided students to prepare writing portfolios that lead to culminating public reading program
- Responsible for identifying individualized, challenging, and unique experiences for each program enrollee

Arts & Sciences Faculty Lead, Ethics Committee Chair

Stratford University

2012 – 2015

Baltimore, Maryland

Achievements/Tasks

- Oversaw the Arts & Sciences department which housed 10 academic disciplines and recruited, hired, and evaluated a team of 15 full-time and part-time faculty members. This included on-boarding new faculty and providing training on various aspects of program integrity.
- Oversaw the department budget and made recommendations on department spending including the purchasing of technology, faculty research endeavors, and educational resources.
- Wrote and facilitated faculty training sessions, ran department faculty meetings, and lead mapping of course schedules for each term
- Developed a Service-learning course that included community partners and an externship -- from conception to roll-out that was eventually adopted across 3-campus in Maryland and Virginia.
- Designed a hybrid developmental writing course, including both face-to-face and virtual components that aimed to create an individualized learning experience for under-prepared writers
- Implemented a Writing Across the Disciplines program at the Baltimore Campus. Through this project-based learning approach, students and faculty collaborated allowing students to engage in a single writing project that required them to complete one component of the project in each class they were enrolled in that term.
- Taught a range of English and Special Topics Courses, including, but not limited to Composition, Developmental Writing, World Literature, African American Literature, Service Learning, and Creative Writing.
- Oversaw the management of the tutoring center, including the recruitment, hiring, and training of staff, evaluation of student outcomes, and purchasing of resources and materials
- Was voted Committee Chair in 2015 after serving as committee member for 2 years. Developed and implemented policies relating to curriculum, academic honesty, research, scholarship, creative activity, academic integrity, financial transactions, and hiring and admissions practices.

Adjunct Professor

Community College of Baltimore County

08/2010 – 01/2013

Baltimore County, Maryland

With three main campuses and three extension centers, Community College of Baltimore County is the largest community college in the State of Maryland serving approximately 63,000 undergraduate students each year. The College has a full-time faculty and staff of approximately 1,300 augmented by an adjunct faculty and staff of approximately 4,000. CCBC is a Leader College in the Achieving the Dream Reform Network.

Achievements/Tasks

- Taught within the Accelerated Learning Program (ALP), a co-requisite model for developmental writing and has consistently produced dramatic improvements in student success rates.
- Developed individualized lesson plans, assessments, and tracking methods for students within the ALP cohort to increase student success
- Created innovative writing assignments and lesson plans for College Share Plan and designed various rubrics for department norming sessions

EDUCATION

B.A., English

State University of New York at Buffalo

M.F.A., Creative Writing and Publishing Arts

University of Baltimore