

Jeffrey M. Warzecha

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Professional Work History

Puffer Public Relations Strategies, Guilford, CT

Freelance Staff Writer, December 2007-Present

- Writing for various business and nonprofit projects as assigned.
- Gathered information on and created press releases to be regionally and nationally distributed both in print and online.
- Completed freelance work compiling statistics and information regarding the National Recertification of Pediatric Dentists.
- Completed feature stories on past participants in the Susan G. Komen CT Race for the Cure, as contracted.
- Work completed for Susan G. Komen CT Race for the Cure published in: *Kids' Running Magazine*, *The Hartford Courant*, and *The Hartford Courant* online, among many others.

University of Connecticut Magazine, Storrs, CT

Freelance Contributing Writer, January 2008-present

- Profile writing as contracted.

The Rhee Gold Company, Norton, MA

Editorial Assistant, February 2008-February 2009

Publisher of *Dance Studio Life* magazine

(Company relocated and downsized in 2009)

- Worked extensively and independently editing and fact-checking monthly feature stories and related articles.
- Proofread and edited advanced page proofs of each page of forthcoming issues of *Dance Studio Life* magazine.
- Gathered photos, captions and credit information for all photos included within each issue.
- Worked with advertisers, writers, and other staff members to develop story ideas and plan future content.
- Coordinated with contributing writers and associate editors to fact-check and properly quote all article elements.
- Worked on *Dance Studio Life* in-house style guide based on both CMS and MLA formats.
- Proofread and edited house ads and various external publications for spelling, grammar and accuracy.
- Edited and proofread conference handouts and publications, and coordinated reservations for attendees.
- Worked extensively updating ftp site and uploading and downloading content from ftp site including articles, photos, photo proofsheets, page proofs, ads, caption files, and html pages.
- Created a monthly e-magazine consisting of html pages featuring story content, photos and banner advertisements.

University Relations Department,

Graduate Associate Writer/Editor, Spring 2007-Fall 2007

Eastern Connecticut State University, Willimantic, CT

- Authored featured graduation story for *Eastern Returns*, a nationally distributed publication reaching 84,000 people.
- Authored seven feature stories included within *Eastern Magazine*, a literary publication reaching 60,000 people.
- Edited *The President's Annual Report*, *Eastern Exposure*, *Eastern Magazine* and *Eastern Returns*.
- Worked with town and state officials, university officials, state and national media, and members of a non-profit organization, *The Willimantic Whitewater Partnership*, to publicize a joint town development initiative.
- Independently wrote more than 40 press releases on topics ranging from community to student and University concerns; wrote, photographed and uploaded more than 35 feature stories for university e-newsletter, *NewsFlash*.

Teaching Experience

Northbridge High School, Whitinsville, MA

Full-Time Teacher Fall 2009-present

- Designed and implemented daily lesson plans, quizzes, writing assignments, projects, presentations, and examinations for more than 100 students in four grade levels through six courses including three Freshmen English courses, one remedial writing and grammar course, one Theatre and Drama elective course, and one elective course combining journalism and creative writing.
- Acted as co-advisor for both Northbridge High School's literary magazine as well as its school newspaper.
- Developed an online blog for the English department to showcase our students' accomplishments, to share and gather ideas from colleagues across the United States, and to better communicate with the public both locally and nationally.
- Assisted English department colleagues in creating a new format for the Summer Reading program, and in creating a school-wide citation and style guide.
- Taught multiple genres of literature including short stories, memoirs, novellas, novels, essays, and poetry.

- Coordinated lesson plans, daily instructional methods and materials, activities, projects, curriculum, genre units, and objectives with English department colleagues and school administration.
- Assisted graduating seniors with the creation and revisions of their college essays.

Bolton High School, Bolton, CT

Full-Time Student Teacher, Fall 2007

- Designed and implemented daily lesson plans, quizzes, writing assignments, presentations, examinations and field trips for more than 80 students in two grade levels through five courses including grade 12 British Literature Honors and Academic, and grade 10 Honors, Academic and Remedial English.
- Coordinated lesson plans, daily instructional methods and materials, activities, projects, curriculum, genre units, and objectives with English department colleagues and school administration.
- Attended multiple meetings with English department faculty for state-wide initiative in poetry recitation and education, *Poetry Out Loud*, which was then implemented in English classrooms.
- Worked with district faculty and administration to write, edit and revise mission statements and course objectives for New England Association of School and Colleges (NEASC) reaccreditation.

Education and Certification

Lesley University, Cambridge, MA

Master of Fine Arts Creative Writing and Literature, expected January 2011

Eastern Connecticut State University (ECSU), Willimantic, CT

Bachelor of Arts English, May 2007

GPA: 3.33

Concentrations: Secondary Education, Writing

Dean's List: Fall 2005, Spring 2007

Certifications: Connecticut Secondary Education 7-12; Massachusetts English Education 8-12.

Publishing and Speaking

- Poetry published in: *The Connecticut Review*, *Rio Grande Review*, *Edison Literary Review*, *Poetry Midwest*, *SNReview*, *Eight Octaves Review*, *Cherry Blossom Review*, *Conclave*, *Oak Bend Review*, *Houston Literary Review*, and others.
- Presenter at inauguration ceremony of ECSU President Elsa Nuñez, ECSU, Willimantic, CT.
- Presenter at the Liberal Arts and Sciences Conference, ECSU, Willimantic, CT.
- Edited and submitted articles for ECSU's student newspaper, *The Campus Lantern*, ECSU, Willimantic, CT.

Awards and Honors

- Recipient of the Leslie Leeds Poetry Prize awarded by *The Connecticut Review*, 2007.
- Nominated for 2007 "Contributions to the Cultural Life of the Campus" award, ECSU, Willimantic, CT.
- One of three students chosen to represent ECSU for the Associated Writing Program (AWP) Intro Awards, Fall 2006.
- Finalist to present senior thesis paper at 2007 senior seminar reception, ECSU, Willimantic, CT.
- Awarded Outstanding Excellence Certificate for upper echelon score on the Praxis II examination (194/200).
- Passing scores on Praxis I, Praxis II, MTEL English 007, and MTEL Communication and Literacy exams.
- Chosen to represent Lesley University at a poetry conference at UMass-Lowell in Lowell, MA.

Skills

- Familiarity and experience with multiple writing styles including MLA, APA, CMS.
 - Experience with PC and MAC operating systems.
 - Experience using Microsoft Office programs, Adobe Photoshop 8.0, Microsoft Expressions, Microsoft FrontPage, Dreamweaver, and HTML code.
 - Experience with online and new media marketing and communication methods.
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