

# Allyson Callihan

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Writing & Editing | Communication | Strategic Planning | Collaboration | Time Management

Highly effective individual with 5 years of experience in scheduling, planning, organizing, editing, multitasking, and communicating with a diverse population. Focused, hands-on individual with emphasis in writing and editing, strategic planning, excellent attention to detail, and strong verbal and written communication skills. Skilled in collaborating with cross-functional teams to coordinate and execute personal and organizational goals in a timely manner. Innovative critical thinker with a strong commitment to program excellence through clear communication and ethical decision-making practices. Successful problem-solver with sound judgment, intentionality, and ability to communicate complex issues to diverse audiences.

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## PROFESSIONAL EXPERIENCE

### Freelance

2024 – Current

#### *Content Writer*

- Write, proofread, and edit content to meet client requirements
- Create well-researched and engaging content to reach target audience
- Follow client writing guidelines and style guide
- Incorporate SEO knowledge and keyword placement
- Manage time and meet required deadlines

### Sandy Hook Elementary School | Strasburg, VA

2021 – 2023

#### *1st Grade Teacher*

- Wrote, proofread, and edited educational content across an array of platforms
- Wrote, proofread, and edited individual progress reports, including student data for multiple subjects
- Created and implemented written lesson plans with corresponding curriculum to reach client goals
- Created custom designed instructional materials using Canva, Microsoft PowerPoint, and Google Slides
- Planned and scheduled yearly, quarterly, and monthly events, including day to day routines
- Communicated effectively with clients through email, phone calls, conferences, and weekly written newsletters
- Scheduled yearly and quarterly deadlines to remain on pace for project completion
- Managed timelines to meet personal, professional and client goals using Google Calendar
- Organized and analyzed client data using Google Slides and Microsoft Excel
- Filed written and virtual assignments, grades, and reports, online and in person
- Researched and implemented effective instructional strategies and curriculum to a diverse population
- Repurposed all written assignments to online and virtual assignments
- Tracked and analyzed client data quarterly with cross functional team members
- Participated in team planning, professional development, committee, and staff meetings
- Prepared and implemented a custom curriculum program for 20 course participants

### Burlington Elementary School | Roanoke, VA

2019 – 2021

#### *Instructional Assistant*

- Communicated effectively with clients through email correspondence, phone calls, and conferences
- Collaborated with various team members to reach desired outcomes
- Followed and implemented the lead teacher's instructional plans
- Managed and trained a group of 20+ clients
- Managed and followed the educational calendar and attended all team meetings
- Demonstrated strong time management skills, delivering all assignments in a timely manner
- Delivered whole and small group instruction to a diverse population of 20+ participants

### EnCircle - Minnick Vocational School | Roanoke, VA

2018 – 2019

### **Special Education Teacher**

- Wrote, proofread, and finalized grades, progress reports, and annual goals
  - Drafted, proofread, and modified client goals to fit individual needs
  - Drafted and edited individual education plans for client review to be finalized
  - Instructed and assessed a group of 10 clients ranging from ages 15-22
  - Prepared and distributed resources, materials and aids for individual learning with non-neurotypical learners
  - Organized and led yearly client goal meetings with a group of 10+ individuals
  - Monitored and communicated client goal progress through data tracking and formal written reports
  - Created and implemented weekly lesson plans, meeting individual goals
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## **EDUCATION AND CERTIFICATIONS**

**Liberty University | Lynchburg, VA**

***Master of Arts in Teaching (M.A.T) - Elementary Education***

**Virginia Tech | Blacksburg, VA**

***Bachelor of Science (B.S.) - Human Development***

- *Minor in Sociology*

### **Courses**

*Coursera*

- *SEO with Squarespace Certification*
- *Create a Website Using Wordpress*

*Udemy*

- *Essentials of Writing Content*
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## **TECHNICAL PROFICIENCIES**

Microsoft Office Suite | Google Workspace | Canva | Adobe Suite | Squarespace | JournoPortfolio |

WordPress | Trello | PowerSchool | Schoology | IXL |