

NINA SIMPSON

CONTACT



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Temecula, CA 92592

SKILLS

- Creative Writing
- Project Planning
- Youth Instruction
- Data filing
- Scheduling
- Phone line proficiency

PROFESSIONAL SUMMARY

Hardworking and passionate up and coming writer with experience in both teaching and office work.

EXPERIENCE

November 2024 - March 2025

Creative Writing Instructing Aid

University of California Riverside Outreach Center, Riverside , California

- Taught children from K-6 about creative writing and their encouraged creative storytelling abilities
- Helped children identify and understand key elements of storytelling and apply it to their own writing

December 2022 - July 2023

Office Assistant

Julie Ngo State Farm, US

- Supported the office by creating and confirming meetings, ensured the supplies in the office were well stocked, filed paperwork as well as digitizing files, and improved the workflow in the office by managing daily data and keeping client information up to date

March 2016 - September 2019

Teachers Aid

High Point Church/Bright Horizon, San Diego, CA

- Volunteered at a Japanese learning preschool
- Assisted in the education of children in Japanese, ensured child development and safety, and aided the teachers in preparing their lessons

EDUCATION

March 2025

Bachelor of Arts in Creative Writing

University of California Riverside, Riverside, California

May 2023

Associate in Arts (A.A.) in English

Mount San Jacinto Community College, Temecula, California

May 2021

Highschool Diploma

Great Oak High School, CA

PUBLICATIONS

- Contributor to "2024 Club Anthology" from the UCR Creative Writers Guild