

Amelia Reardon

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Professional Experience

Freelance Copy Editor & Fact-Checker

Forbes Vetted | Remote

May 2024 – Present

- Edited over 50 long-form features, ensuring clarity, accuracy and alignment with SEO and editorial standards.
- Conducted in-depth fact-checking across diverse topics, improving the credibility and reliability of published content.
- Collaborated with writers and editors to refine narratives, meeting tight deadlines with 100% on-time delivery.

Freelance Content Editor

Self-Employed | Remote

May 2023 – Present

- Managed editorial projects, producing thought-provoking content tailored to digital and print platforms.
- Cultivated relationships with clients.
- Developed content strategies that increased client website traffic.

Graduate Teaching Assistant

New York University | New York, NY

August 2022 – January 2023

- Guided 30+ students in developing critical essays, improving overall assignment quality.
- Delivered lectures and group activities on narrative techniques and research methodologies, fostering intellectual engagement.
- Designed and executed a grading system to ensure consistent evaluation across all assignments.

Fourth Grade Teacher

Success Academy Charter Schools | New York, NY

August 2020 – June 2021

- Developed data-driven lesson plans that improved student reading comprehension scores.
- Fostered a collaborative classroom environment, emphasizing storytelling and creative problem-solving.
- Communicated effectively with parents and faculty to address individual student needs.

Gallery and Operations Assistant

NYU | New York, NY

January 2018 – March 2020

- Managed operational logistics for over 15 exhibitions, meeting tight deadlines with 100% project

completion.

- Supported cross-functional teams in planning and executing events.
- Implemented organizational systems that improved the efficiency of gallery operations.

Digital-Editorial Intern

Document Journal | New York, NY

May 2019 – September 2019

- Conducted cultural and industry research for feature stories, contributing to editorial packages.
- Coordinated with staff writers to develop engaging digital content, increasing article engagement rates.
- Assisted with editing and layout for print issues, ensuring alignment with brand voice and visual standards.

Staff Writer and Photographer

Washington Square News | New York, NY

September 2017 – October 2018

- Wrote and published feature articles on music and film through conducting interviews with artists and industry professionals
- Coordinated with PR teams to secure exclusive interviews and access to events

Education

Master of Arts in English Literature

New York University | New York, NY

Thesis: *Gothic Cognition and Vampiric Spectrality of Reading in Vernon Lee's Amour Dure*

Bachelor of Arts in Individualized Study

New York University | New York, NY

Technical Skills

- Editorial Tools: CMS Platforms, Google Analytics, SEO Optimization
- Design & Collaboration: Figma, Adobe InDesign, Trello
- Writing & Editing: Long-form Storytelling, Feature Development, Fact-Checking