

Dorona Zierler

EXPERIENCE

Inner Traditions International - Project Editor

Rochester, Vermont • 05/2022 - Current

- Manuscript assessment, developmental planning, and implementation
- Presentation of plans to editor-in-chief
- Developmental editing, copy-editing, and proofreading
- Author communication, collaboration, and support
- Assigning and supervising freelance copy-editors
- Collaboration with typesetting and design teams
- Creation of design extracts for marketing purposes

Montessori Jewish Day School - Interdisciplinary Teacher

Toronto, Ontario • 08/2014 - 01/2022

- Worked flexibly in a myriad of roles within the school, including leading art, music, cultural studies, core curriculum lessons, and assisting administration when needed.
- Interacted with every age group, adjusted for changing needs, and balanced multiple classrooms and projects.
- Worked closely with staff to develop new curriculum and lead adult information nights.
- Contributed regularly to the writing and editing of the weekly newsletter and promotional material.
- Frequently assisted administration and staff in executing and editing written communications to parents and community members.
- Designed, directed, and executed community events and showcases

Darchei Noam Congregation - Connect DN: Community Outreach

Toronto, Ontario • 09/2014 - 09/2015

- Planned and managed different outreach events and social opportunities for adults 20s-30s.
- Cultivated and developed relationships with individuals to identify community needs and create opportunities for growth and interaction.

SKILLS

- Creative and Professional Writing
- Verbal and Written Communication
- Chicago Manual of Style
- Microsoft suite and Adobe
- Reads and speaks Hebrew
- Strong Judaic Knowledge
- Subject Research
- Working Collaboratively
- Problem Solving
- Fine Arts Theory and Skills
- Flexible and Adaptive

EDUCATION AND TRAINING

Elementary Teaching Certificate:

Montessori Teacher Education

Toronto Montessori Institute

Toronto, Canada • 05/2021

- 4.0 GPA

Bachelor of Arts: Visual Arts, Creative Writing

York University

Toronto, Canada • 05/2014

- Cum laude graduate
- Minor in Creative Writing
- Major in Visual Arts
- JPP Award Recipient
- York Bookstore Award Recipient
- Emerging Jewish Arts Fellow
- Hillel at York Student Engagement Intern