

# BARBARA A. DAY

## Content Writer

### CONTACT DETAILS

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### 100% COMPLIANCE

Researching, writing, and editing aficionado who meets deadlines and communicates effectively. Believes a company's greatest asset isn't the know-it-all, but the employee who knows how to find information, draft it, analyze it, edit it, discuss it with the team, and then write a final draft with 100% compliance. Detail-oriented go-getter who enjoys helping people overcome challenging obstacles to optimize success in a thriving business.

### RELATED SKILLS

- Graphic design and presentation skills to adhere to document layout requirements.
- Expert level user of Google and Microsoft products and PowerPoint.
- Proficient in adapting to needs-base of institution by constantly seeking professional development opportunities.

### EDUCATION

M.A. Library & Information Science  
University of South Florida, 2009

B.A. Literature, minor Philosophy  
Eckerd College, 2007

### CERTIFICATIONS

- Florida Teacher Certified: English
- Florida Teacher Certified: Media Specialist
- Museum Studies Graduate Certificate

### WORK EXPERIENCE

#### ENGLISH TEACHER

Holy Family School, 2016-2019

- Lesson planner who utilized 21st Century writer's workshop instructional methodology that enhanced the writing interests and abilities of every 9/10 students.
- Earned 4/4 on Instructional Strategies on 2019 end-of-year performance review.
- Taught principles of grammar and language usage that enhanced 75% of students' scores on standardized tests.
- Served on the Diocese mandated power standards rubric committee to ensure all ELA standards were being measured accurately.
- Completed all continuing education requirements two years prior to renewal.

#### MEDIA SPECIALIST

Holy Family School, 2014-2016

Blessed Sacrament School, 2013-2015

- Project manager of seven Scholastic Book Fairs, raising over 10,000 Scholastic dollars.
- Content writer of 21st Century Collection Development Policy that was 100% ISTE and AASL compliant.
- Professional Mentor Program required portfolio preserved by Diocesan Office as example for other teachers in the program

#### ATHLETIC TRAINER

Crossfit St. Pete, 2013-2014

Crossfit Clearwater, 2012-2013

- Project manager for nutritional challenges that increased athlete well-being and performance by 80% in the first month.
- Workout programmer who raised athlete performance by 50% or more within the first month of training.

#### CURATORIAL ASSISTANT

Leepa-Rattner Museum of Art, 2011

- Collection preservationist that adhered to all archival-mandated art handling methods.
- Volunteer archivist to augment the accessibility of the collection.