

COURTNEY GAWNE DODGE

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EXPERIENCE

- 2013-PRESENT** **TEACHER, TUCSON COUNTRY DAY SCHOOL** **TUCSON, AZ**
- Teach middle school ELA courses for grades 6-7
 - Facilitate ELA Intervention program for students grades 6-8
 - Design and implement curriculum based on Arizona State Standards
 - Provide timely and meaningful feedback on student assignments
 - Communicate regularly with parents regarding student progress
 - Serve as National Junior Honor Society co-advisor and co-department head for middle school
 - Earned provisional Gifted Endorsement May 2019; full endorsement May 2020
- 2013-2016** **BUSINESS WRITING EXPERT, MADDEN MEDIA** **TUCSON, AZ**
- Wrote and proofed technical proposals that solicited and procured business for a nationally recognized destination marketing company
 - Proofed internal and external communications for clarity, grammar, punctuation, strategy, and style guidelines
 - Developed internal and external marketing collateral, including rate cards, emails, and case studies
 - Prepared multimedia presentations for key personnel to present at conferences and product pitches
 - Researched and analyzed current travel and marketing trends; share information with appropriate parties
 - Dissected lengthy governmental documents; prepare materials for responses
- 2012-PRESENT** **FREELANCE WRITING**
- Feature article writer for *Leadership* magazine, a trade publication for National Junior Honor Society, National Honor Society, and Student Council advisers
 - Manage marketing (including branding, social media, event-specific information) for area concert production companies and Tucson Arizona Boys Chorus (volunteer position)
- 2009-2013** **TEACHER, TUCSON COUNTRY DAY SCHOOL** **TUCSON, AZ**
- Taught middle school Language Arts courses for grades 6-8
 - Designed and implemented curriculum based on Arizona State Standards and Common Core
 - Collaborated with teachers on cross-curricular projects
 - Provided timely and meaningful feedback on student assignments
 - Communicated regularly with parents regarding student progress
 - Founded chapter of National Junior Honor Society in 2009; served as chapter advisor
- 2008-2009** **ENGLISH TEACHER/YEARBOOK ADVISER, SABINO HIGH SCHOOL** **TUCSON, AZ**
- Instructed sophomore level English (writing and literature)
 - Taught yearbook class and oversaw all facets of design, production, and vendor coordination

EDUCATION/CERTIFICATIONS

- 2010** **ARIZONA DEPARTMENT OF EDUCATION**
Secondary Education Certificate
- 1992** **THE UNIVERSITY OF ARIZONA**
Bachelor of Humanities, English Literature
- 1992** **NEW YORK UNIVERSITY**
NYU Summer Publishing Institute, Certificate of Completion