**MOLLIE TOLMAN**

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| **Profile** |
| * Strong background in writing lesson plans and unit descriptions as a former educator * Extensive understanding of the Chicago Manual of Style and US English * Clear communicator with sharp attention to detail |

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| **Experience** |
| **Distributed Proofreaders / January 2023-present**   * Volunteer Proofreader * Proofread a variety of excerpts from fiction books   **Saint Stephen’s and Saint Agnes School / 2018-2022**   * 5th Grade Teacher * Collaborated with a variety of professionals to develop curricula that exposed students to social studies content while requiring them to apply reading and writing skills * Wrote newsletters, presentations, and descriptions of curricula for colleagues and families * Worked one-on-one with students to develop their literacy, editing, and overall communication skills |

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| **Education / Certification** |
| **Proofread Anywhere / 2022-2023**   * Earned a certification for General Proofreading: Theory & Practice in January 2023   **University of Virginia / 2013-2018**   * College of Arts and Sciences – Bachelor of Arts in Religious Studies * Dean’s List 2015, 2016, 2017 * Curry School of Education – Master of Teaching * GPA 3.98 * Recipient of the 2017 Robert P. & Anne W. Buford Scholarship, for professional and academic accomplishments |