**MOLLIE TOLMAN**

contact@mollietolman.com | mollietolman.com

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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
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