

Lisa D. Oram  
Words for the Wise  
Writing and Editing Services  
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## **EXPERIENCE:**

### **FREELANCE WRITER/EDITOR**

1/03—present

Amherst, MA

Journalism publications include feature articles, profiles, and personal essays.

Business writing and project management includes annual report, brochures, newsletters, meeting report, and educational booklet.

Educational writing includes elementary school materials in science, social studies and reading; teacher support materials for literacy program; website material for grades 2–12; and script for interactive CD on drug prevention.

Developmental editing includes memoirs, fiction, essays, book chapters, and educational booklets.

### **DEAN'S BOOK INSTRUCTOR**

1/03—10/04

University of Massachusetts

Amherst, MA

Taught seminar to honor students that stresses written and oral communication skills.

### **DIRECTOR OF TRAINING AND COMMUNICATION**

7/00—12/02

Springfield Foodservice Corporation

Springfield, MA

Responsible for writing and editing all internal corporate communications including bi-monthly newsletter, announcements, handbooks, and training materials.

Taught verbal and written communication classes to employees across company.

Worked closely with Executive Team.

Developed and implemented ongoing employee orientation program.

**ADJUNCT INSTRUCTOR OF ENGLISH**

1/95—4/02 various colleges (see below)

Taught courses in basic writing, remedial reading, freshman composition, creative writing, and literature.

Worked with populations including inner city students, adult learners, ESL students, prison inmates, and graduate students.

Locations of employment include Holyoke Community College, Greenfield Community College, Asnuntuck Community College (Carl Robinson Correctional Institute), and Bronx Community College.

**ENGLISH TEACHER**

9/88—6/94 Fairfax County Public Schools Alexandria, VA

Taught literature and writing to grades 9–11, all skill levels.

Leadership roles included grade level leader, writing contest sponsor, supervisor of student teacher, and various committees.

**COUNSELOR/EDUCATOR**

7/86—7/87 Planned Parenthood Washington, DC

Provided birth control education and pregnancy counseling in urban clinic.

**RECEPTIONIST**

7/85—7/86 Sander Levin, House of Representatives Washington, DC

Provided support services in busy congressional office.

**EDUCATION:****M. F. A.—POETRY**

Sarah Lawrence College, Bronxville, NY

Attended 9/94—5/96

**M. ED.—SECONDARY ENGLISH EDUCATION**

George Washington University, Washington, DC

Attended 9/87—5/93

**B. A.—ENGLISH LANGUAGE AND LITERATURE**

University of Michigan, Ann Arbor, MI

Attended 9/81—5/85