

Daphne McWilliams

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Work Experience

Copy Editor

iDesign

July 2021 to Present

- Proofread online courses on a variety of topics including data science, database management systems, and data management for grammatical accuracy, correct spelling and punctuation, clarity of expression, and consistency with in-house stylistic and formatting requirements.
- Ensured citations and references to secondary sources followed correct APA formatting.
- Coordinated with learning architects and subject matter specialists in the development of online courses for a variety of colleges and universities.

Upper School Classics Teacher

The Gilman School

September 2015 to June 2021

- Lead taught Latin II, Latin II Honors, Latin III Honors, Ancient Greek I, Classical Tragedy, and Classical Mythology.
- Developed engaging and student-centered lesson plans and activities for both in person and online learners.
- Advised yearbook by mentoring students to generate high-quality written and photographic content, coordinating with the publisher, and editing content.
- Met strict deadlines over the course of the year in the production of a 300-page yearbook.

Copy Editor

BCC Research - Wellesley, MA

July 2011 to September 2015

- Proofread market research reports focusing on major economic, scientific, and technological developments in industrial, pharmaceutical, and high technology organizations.
- Read documents for sense, clarity, and grammatical accuracy, and corrected any formatting errors.
- Coordinated with authors and the managing editor to meet deadlines.

Teaching Assistant

Washington University

September 2012 to June 2014

- Led undergraduate students in weekly discussion sections for courses in Mythology, Ancient Greek and Roman history, and Classical Literature in Translation.
- Graded student exams and papers, and calculated end-of-semester grades.
- Provided detailed and timely feedback on writing assignments.

Education

M.S. in Computer Science

Towson University - Towson, MD

May 2023

M.A. in Classics

Washington University - St. Louis, MO

May 2014

B.A. in Classics

Reed College - Portland, OR

May 2011

Skills

- Familiar with Chicago, AP and MLA style handbooks
- Learning Management Systems: Canvas, Moodle, Blackboard
- Python
- C++
- SQL
- Java
- Javascript
- HTML
- CSS
- Experienced with Microsoft Office
- Google Suite
- Zoom
- Slack
- SmartSheet
- French
- German
- Latin
- Ancient Greek
- Copy Editing
- Proofreading
- Microsoft SQL Server
- MySQL
- C/C++
- Git
- Data structures
- Oracle

- Microsoft Excel
- Software Development
- Writing Skills
- GitHub
- Computer Science
- User Interface (UI)

Links

<https://github.com/dcmcwiliams/>

Assessments

Data entry: Attention to detail — Expert

September 2020

Maintaining data integrity by detecting errors

Full results: [Expert](#)

Analyzing data — Highly Proficient

January 2022

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Highly Proficient](#)

Medical terminology — Proficient

June 2021

Understanding and using medical terminology

Full results: [Proficient](#)

Proofreading — Highly Proficient

October 2020

Finding and correcting errors in written texts

Full results: [Highly Proficient](#)

Written communication — Expert

October 2020

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Expert](#)

Data entry: Accuracy — Expert

January 2021

Entering data quickly and accurately

Full results: [Expert](#)

Verbal communication — Expert

September 2020

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Advanced attention to detail — Highly Proficient

May 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.