

Jamison M. B. Meader

Chicago, IL 60647

US: (207) 715-1427 • jmeader6446@gmail.com • [LinkedIn](#) • [Writing Portfolio](#)

Detail-oriented writer and marketing manager leveraging a proven background in language education to craft resonant, compelling, and accessible content and documentation across channels and audiences. Equally comfortable working independently or as part of a team; a committed lifelong learner eager to make an impact within a dynamic, mission-driven professional community.

EDUCATION

Brown University - Providence, RI

Master of Arts in English Education

| 4.0

Brown University - Providence, RI

Bachelor of Arts in Comparative Literature

| 4.0, *Magna Cum Laude*

INDUSTRY EXPERIENCE

Future Founders, Marketing Manager

2022 – present

Chicago, IL

Project Management

- Define objectives, timelines, and deliverables for freelance contractors including writers, photographers, and part-time social media consultants
- Manage deadlines for multiple assignments simultaneously, maintaining composure and an agile, solution-oriented mindset under pressure
- Oversee all organizational communications through a blend of independent decision-making and cross-functional collaboration to ensure that published content adheres to brand/style guidelines and meets high standards for consistency and quality

Communications

- Launched a content series designed to make domain-specific concepts accessible to a wide range of readers and to position the organization as a thought leader in entrepreneurial education, increasing the average monthly website traffic by 38%
- Break down complex entrepreneurial concepts (like venture capital) clearly and concisely across multiple channels—without sacrificing technical accuracy or depth
- Conduct in-depth interviews with entrepreneurs to distill and organize their experiences, insights, and early challenges into user-friendly technical documentation to educate and empower aspiring founders
- Independently authored, designed, and published the 2021-2022 Annual Report, which was instrumental in securing grant funding from sponsors like Google, the Summer Oaks Fund, and the Coleman Family Foundation

UX/Graphic & Design

- Spearheaded and executed a website-wide redesign to improve the user navigation experience, developing new features such as a searchable business directory and optimizing user engagement forms based on data and behavioral design principles
- Create and distribute effective and visually compelling graphics for multimedia marketing collateral, press releases, and all other external communications
- Author and maintain documentation for internal technical platforms (i.e. WordPress site, email configuration, Notion and AirTable databases, etc.)

Cambridge Proofreading LLC, Freelance Editor

2022 – 2023

Chicago, IL

- Demonstrated success in meeting project deadlines, working collaboratively with various stakeholders producing high-quality content that demonstrates a strong understanding of numerous industries
- Proven ability to write and edit copy for a wide range of products and services, ensuring accuracy, clarity, and consistency of messaging across all channels

Brown University Sheridan Center for Teaching & Learning, Writing Fellow/Associate

2013 – 2018

Providence, RI

- Lead consultant on Neuroscience Department faculty initiative to integrate scientific writing into curriculum; consulted on multiple works published in scientific journals and academic press
- Managed undergraduate Writing Fellows program, overseeing interviews, hiring, training, and professional review
- Extensive experience in writing process instruction in independent and collaborative settings; emphasis on communicating clarity, purpose, and voice across genres (especially STEM fields) and media

Technical Competencies:

Adobe Creative Suite, AirTable, Asana, Box, Canva, Google Ads, Google Analytics, Google Suite, Hootsuite, HTML/CSS, Kami, LeadPages, MailChimp, Microsoft Office, Markdown, Notion, Pory, Slack, Salesforce, Trello, WordPress, Zoom

Languages:

English, Spanish, Arabic (Modern Standard, Jordanian dialect)

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ADDITIONAL RELEVANT EXPERIENCE

Middle School Education

2018 – 2022

English, Social Studies, & Drama Teacher, Grades 5-8
Illinois, USA; Madaba, Jordan

- Leveraged academic background in English Language Learning (ELL) to make instructional content accessible to youth of diverse language and content knowledge backgrounds, as well as individuals with IEPs/diverse learning needs
- Proven ability to scaffold and deconstruct complex concepts and workflows into discrete components and key takeaways
- Responsible for single-handedly modernizing and/or redeveloping from scratch multiple grade-level English and Social Studies curricula based on best practices in ELL and culturally responsive pedagogy
- Developed and implemented backward-designed and project-based curricula and yearlong learning scope and sequence in alignment with course objectives, state standards, and institutional goals
- Relied on exceptional organization, time management, and planning skills—as well as critical thinking and moment-to-moment problem-solving—to balance multiple active threads, advance institutional goals, and see curricular projects from start to finish
- Exceptional attention to audience and impact in writing craft; expertise in producing communications for diverse stakeholders including educators, administration, student support professionals, law enforcement, and families, among others
- Designed and facilitated original professional development workshops for colleagues and administrators based on best practices in culturally responsive, gender- & sexuality-inclusive, English language learning/multilingual, reading & writing workshop, and trauma-informed pedagogies
- Led numerous theatre workshops and assistant directed/stage managed multiple productions before independently directing and designing two full-length shows
- Directed and designed first-ever production of Jeremy Bloom's *Peter/Wendy* performed outside the United States with direct permission from the playwright himself.