

KENYATA CLARK

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PROFESSIONAL OVERVIEW

Detail-oriented professional with a strong foundation in technical and proposal writing, editing, and document management. Currently completing a B.A. in English with a concentration in Writing and Rhetoric at George Mason University, with coursework specialized in Professional and Technical Writing, Advanced Proposal Writing, and Document Design. Experienced in reviewing and creating complex documentation, managing deadlines, and tailoring materials for diverse audiences. As a Site-Based Substitute, developed skills in proofreading, leadership, and lesson-planning. As a Veteran Services Administrator, ensured accuracy in sensitive documentation and communicated effectively in a hybrid work environment. Skilled in maintaining consistency across projects, producing clear, concise narratives, and creativity. Eager to apply a strong foundation of skills and experience to contribute meaningfully in a dynamic, growth-oriented role.

PROFESSIONAL SKILLS

Writing and Editing	Proposal Writing	Technical Writing
Research and Analysis	Team Collaboration	Leadership
Communication	Deadline Management	Data Entry
Project Management	Problem-Solving	Document Design
Persuasion	Attention to Detail	Organization
Microsoft Office	Adobe Creative Cloud	Proofreading

WORK EXPERIENCE

Site-Based Substitute | Fairfax County Public Schools | September 2022 – February 2024

- **Leadership and Knowledge of Writing Standards:** Designed and delivered lessons in English and AP Composition and Literature, emphasizing clarity, structure, and adherence to writing conventions.
- **Analytical Skills and Attention to Detail:** Proofread and evaluated student essays, focusing on logical argumentation, organization, and coherence, while providing actionable feedback to improve quality.
- **Time Management and Documentation:** Maintained accurate records of student progress and submitted detailed reports on time for quarterly evaluations.
- **Technical Writing and Collaboration:** Developed and implemented structured lesson plans in collaboration with a team of educators, ensuring alignment with academic standards and tailoring content to diverse student needs.
- **Interpersonal and Communication Skills:** Fostered a positive and productive learning environment through clear communication, personalized feedback, and encouraging student engagement.
- **Consistency and Professionalism:** Consistently upheld high standards of teaching and professional behavior, delivering reliable instruction and maintaining strong teacher-student relationships.

Veteran Services Administrator | Virginia Department of Veteran Services | March 2021 – July 2022

- **Organization and Documentation:** Managed and organized program information and materials, ensuring efficient access based on departmental needs.
- **Collaboration and Communication:** Worked with a team to maintain a cooperative environment, coordinating tasks effectively and communicating across multiple channels.
- **Remote Work and Technology:** Utilized company protocols to work remotely, consistently meeting deadlines and logging daily activities while staying in contact with team members and clients.
- **Customer Service and Information Management:** Delivered clear and concise program details on benefits (pension, disability, medical, etc.) via phone, email, and in person, ensuring accurate data collection.
- **Outreach and Community Engagement:** Coordinated outreach efforts to connect individuals with necessary services, ensuring clear and accessible communication of program offerings.
- **Data Entry and Accuracy:** Collected and entered client information accurately in Microsoft Excel, maintaining up-to-date records and ensuring timely data entry.

EDUCATION

Northern Virginia Community College | Associate of Arts, English | Woodbridge, VA | Graduated 2023

George Mason University | Bachelor of Arts, English - Writing and Rhetoric | Fairfax, VA | Expected 2025

Relevant Coursework:

- Professional and Technical Writing
- Advanced Proposal Writing
- Document Design