MANDY HATHAWAY

AI Ethics Specialist · Technical Writer · Curriculum Designer

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PROFESSIONAL SUMMARY

AI ethics specialist, technical writer, and curriculum designer with an MA in Ethical Technology & Artificial Intelligence and over 30 years of hands-on technology experience. The last decade has focused on machine learning and AI: starting with classical ML and deep learning systems, and moving into LLM development and fine-tuning as the field shifted. Proven record as a curriculum developer, team lead, and editor. Available for remote roles and freelance contracts in AI/ML, technical writing, instructional design, prompt engineering, and AI ethics.

CORE SKILLS

AI & ML	Machine Learning, Deep Learning, Neural Networks, Large Language Models, Generative AI, Computer Vision, NLP
Specialisms	Prompt Engineering, RLHF, LLM Fine-tuning, AI Ethics, AI Safety, Responsible AI, Algorithmic Accountability
Technical	Python, PyTorch, Hugging Face, NumPy, Pandas, Matplotlib, JavaScript, HTML/CSS, Git, Linux, Azure, Power BI
Writing	Technical Writing, Curriculum Design, Instructional Design, Documentation, Science Writing, Information Literacy
Leadership	Team Leadership (35+ reports), Hiring & Training, Curriculum Development, Project Management, Public Speaking

EXPERIENCE

Remote Coding Instructor & Team Lead
Coding With Kids · Seattle, WA (Remote)   2021 – Present
- Lead remote coding classes for students aged 4–17 across Scratch, Python, web development, JavaScript, and Roblox modding via Zoom and Google Meet.
- Served as Team Lead, mentoring and supervising up to 35 instructors; contributed to curriculum development and instructor training standards.
- Qualified for every available performance, retention, and rating-based bonus; recognized as Teacher of the Month (2023).

Technology Editor
The Metropolitan · Saint Paul, MN   2018 – 2021
- Managed all technology and photography content for print and online publication; approved and edited all images in both formats.

- Regular contributing writer covering technology, the arts, and social justice; developed ethical standards training for new writers and photographers.
- Participated in hiring, training, and mentoring of new contributors.

Technology Instructor
Science Museum of Minnesota · Saint Paul, MN   2011 – 2013
- Taught youth and adult technology classes including video editing, animation, computer basics, and game design across onsite and community locations.
- Designed and delivered new curriculum in stop motion animation, STEM topics, and creative technologies.

AmeriCorps CTEP Member
Pillsbury United Communities · Minneapolis, MN   2010 – 2011
- Managed a community computer lab and taught technology classes; worked as employment coordinator supporting residents facing economic hardship.

EDUCATION

Master of Arts — Ethical Technology & Artificial Intelligence 3.97 GPA
Metropolitan State University, Saint Paul, MN · 2018–2021
Bachelor of Arts — Philosophy (Ethics & Language)
Metropolitan State University, Saint Paul, MN · 2014–2017

CERTIFICATIONS

Generative AI for Educators — Google, 2024
Lightweight AI with Small Language Models — LinkedIn Learning, 2024

PUBLICATIONS

The Bias We're Building In — Essay on algorithmic bias and responsible AI development, 2022
We Built the Monster We're Afraid Of — Essay on AI anthropomorphism and projected fears, 2020
Tools for Trusting Information in a World of Information Overload — The Metropolitan, 2021

PROFESSIONAL ASSOCIATIONS

American Society of Journalists and Authors (ASJA)
National Press Photographers Association (NPPA)

ADDITIONAL

Volunteer: Second Harvest Heartland · Project Homeless Connect · People Serving People
Public Speaking: Represented AmeriCorps at regional recruitment events