

Anna E. Hiller

ANNA.E.HILLER@GMAIL.COM | LINKEDIN.COM/IN/ANNAHILLER | ANNAHILLER.COM

Professional Summary

Experienced writer proficient in the modes and conventions of technical, business, media, marketing, public policy, and academic writing. Learns new skills, software, and technologies rapidly and intuitively. Self-starter, dedicated worker, able to work within multiple deadlines, prioritize tasks, and manage large projects. Adapts well to new circumstances. Able to easily digest and learn the norms and protocols of any environment. Can work effectively individually or in a collaborative, team-centered culture. Significant experience with authoring and production tools such as Acrobat Pro DC, FrameMaker, InDesign, Photoshop, and Captivate. Advanced knowledge of collaborative platforms, including Google Docs, Confluence, WordPress, Sakai, Canvas, Moodle, and Blackboard. Significant experience with HTML and CSS, familiar with basic JavaScript, learning Python. Full professional fluency in Spanish.

Education

PH.D. IN HISPANIC LANGUAGES AND LITERATURES | MAY 2010 | UNIVERSITY OF CALIFORNIA, BERKELEY | BERKELEY, CA

- Dissertation Title: *Science and Literary Culture during Spain's Edad de Plata (1923-1936)*
- Specializations: Modern Peninsular Spanish Literature, Translation Studies, Modern Latin American Literature, Modern German Literature

M.A. IN FOREIGN LANGUAGES AND LITERATURES | MAY 2001 | UNIVERSITY OF DELAWARE | NEWARK, DE

- Emphasis: Spanish Language and Literature (Graduated with Distinction)

B.A. WITH HIGH HONORS | DEC 1997 | OBERLIN COLLEGE | OBERLIN, OH

- Major: Comparative Literature | Member: Phi Beta Kappa

Experience

FREELANCE QUIZ WRITER (SPANISH) | NEWSELA | REMOTE | JAN 2017 – PRESENT

- Writer of reading comprehension quizzes (in Spanish) for grades 2-12, aligned with Common Core Standards

SENIOR EDITORIAL CONSULTANT | MASON TILLMAN ASSOCIATES, Ltd. | OAKLAND, CA | OCT 2016-PRESENT

- Writer, copy editor, fact-checker and proofreader of all materials pertaining to the firm's brand marketing, legal analyses, disparity studies, and publicity materials, as well as internal and external communications/memoranda

SUBSTITUTE WRITING COACH | ACADEMIC LADDER, INC. | REMOTE | JULY 2016-PRESENT

- Advisor, coach, and mentor to academic writers. Tasks include: providing motivation/encouragement to researchers in higher education; facilitating virtual support groups; tri-weekly communication with individual members

LESSON WRITER, CONTRACT | STUDY.COM | REMOTE | DEC 2015-PRESENT

- Writer of brief, memorable, 500- to 1000-word lessons about English writing skills, research methods, and world literature for high school and college students, as well as independent learners.

ASSISTANT PROFESSOR OF SPANISH | IDAHO STATE UNIVERSITY | POCA TELLO, ID | AUG 2012-DEC 2015

- Published translator, writer and editor (3 articles, 1 book).
- Author and creator of approximately 20 online and traditional courses in Spanish language, literature, culture, history, and medical interpretation. Courses taught in both Spanish and English.
- Inventive adopter and proponent of educational technology both online and in-class, including social media, podcasts, wikis, online assessments, and collaborative virtual learning environments.
- Advisor and mentor to 30+ students per semester.
- Public speaker at 3+ national conferences/conventions per year
- Chair of the University Library Committee (2014-15); Faculty Senator (2013-15).

VISITING ASSISTANT PROFESSOR OF SPANISH | KANSAS STATE UNIVERSITY | MANHATTAN, KS | AUG 2011- JUL 2012

- Curriculum designer and instructor of classes in Spanish language, conversation and composition, as well as specialized courses in the culture, literature, history, and civilization of Spain.
- Program designer/manager and executive director of a new study abroad program in Córdoba, Spain, summer 2012.
- Assistant editor and proofreader for the journal *Studies in 20th and 21st Century Literature*.

FREELANCE EDITOR, TRANSLATOR, PROOFREADER | DOVER PUBLICATIONS | MAY 2011-NOV 2012

- Translator and editor of Dover's title *Great Spanish and Latin American Short Stories of the 20th Century: A Dual-Language Series*. Researched, selected, and translated all stories in the collection. Composed all critical introductions.

LECTURER AND ASSISTANT DIRECTOR OF SPANISH LANGUAGE INSTRUCTION | DEPARTMENT OF SPANISH & PORTUGUESE | UNIVERSITY OF CALIFORNIA, BERKELEY | BERKELEY, CA | JUL 2010- JUL 2011

- Curriculum designer and assistant program manager for lower-division Spanish classes (1, 2, and accelerated 12).
- Mentor to and manager of new graduate student instructors of Spanish.

WEBMASTER AND WEB DESIGNER | DEPARTMENT OF SPANISH & PORTUGUESE | UNIVERSITY OF CALIFORNIA, BERKELEY | BERKELEY, CA | AUG 2007 - JUL 2011

- Designer/webmaster for two previous iterations of the departmental website using WordPress and Dreamweaver.

FREELANCE TRANSLATOR | GOETHE INSTITUT | SAN FRANCISCO, CA | 2007-08

- Translator of German pop music lyrics into Spanish for the series Step into German.

EDITOR-IN-CHIEF, SUBMISSIONS EDITOR | LUCERO, A JOURNAL OF THE DEPARTMENT OF SPANISH & PORTUGUESE AT UC-BERKELEY | BERKELEY, CA | AUG 2007 - MAY 2009

- Editor and producer a double issue of Lucero, including visual layout, copyediting, proofreading, and graphic design.

PATIENT SERVICES ASSISTANT II | SAN MATEO MEDICAL CENTER | SAN MATEO, CA | NOV 2001 - SEPT 2002

- Admissions counselor, Emergency Room. Medical translator for Spanish-only patients.

INTERNATIONAL SALES ASSISTANT | ST. MARTIN'S PRESS | NEW YORK, NY | JAN 1998 - MAY 1998

- Office assistant and support staff for global sales and marketing efforts.

PRODUCTION INTERN | MILLER FREEMAN INC. | SAN FRANCISCO, CA | MAY 1997 - AUG 1997

- Produced and edited the *All Music Guide to Rock, 2nd Edition* using QuarkExpress and FrameMaker.

Certifications

IN PROGRESS

- Certificate in Technical Communications | University of California, Berkeley-Extension
- E-Learning Design and Development | San Francisco State University
- Nanodegree in Introduction to Programming | Udacity

COMPLETED

- Certified Peer Reviewer of online instruction | Quality Matters | Apr 2014
- Qualified Medical Interpreter (Spanish-English) | State of Idaho | July 2013

Skills & Abilities:

E-LEARNING

- Platforms: LCMS (Moodle, Canvas, Blackboard, Sakai), CMS (WordPress, Drupal, Confluence)

INTERPERSONAL & LEADERSHIP SKILLS

- Governance, Executive Leadership, Program Direction and Development, Project Management, Team Leadership, Mentoring, Advising, Medical Interpretation (English-Spanish), Cultural Specialist (Spain), Budgeting

SOCIAL MEDIA

- Pinterest, Google+, LinkedIn, Twitter, Facebook (Pages and Groups), Tumblr, Instagram

OFFICE & COMMUNICATIONS

- Collaboration: Google Drive (Docs, Sheets, Forms, Slides), Slack, Yahoo Groups, pbWiki
- Web Conferencing (WebEx, Collaborate, Skype, Zoom, Google Hangouts, GoToMeeting)
- Composition: Microsoft Office 365 (Word, PowerPoint, Excel, OneNote, Outlook), Apple Suite (Pages, Keynote, Numbers), Markdown Apps (Ulysses, iAWriter), Scrivener

WRITING & CONTENT DEVELOPMENT

- Business and Technical Writing, Marketing/Publicity Materials, Web Content, Web Design, Wikis, Podcasts, Grant and Proposal Writing, Lesson Writing, Translation (English-Spanish), Academic Research/Writing

EDITORIAL

- Proofreading, Copy Editing, Rights Acquisition, Indexing

PRODUCTION & DESIGN

- FrameMaker, Acrobat DC, InDesign CC, Photoshop CC, Captivate 7 (and up), Camtasia, Audacity, ClearSlide, Prezi, iMovie

CODING

- Languages: HTML(5), CSS(3), basic JavaScript, currently learning Python
- Text Editors: Sublime Text 2, Atom, Dreamweaver, CodePen