

Jennifer (Jenna) McGuiggan, MFA

Freelance Editor/Writer/Teacher

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Freelance editor and writer with 15 years of experience developing and editing content for print and digital, including websites, blog posts, newsletters, and book manuscripts. Creative nonfiction writer with published articles and essays. Writing coach and teacher who has worked with hundreds of students and clients.

PORTFOLIO: www.thewordcellar.com/writing

CORE SKILLS

- Developmental editing
- Copy editing
- Proofreading
- Content marketing
- Creative nonfiction (articles, essays, etc.)
- Writing coaching and teaching (online and in-person)
- Strategic thinking and tactical implementation
- Content management systems (WordPress, Squarespace, Blogger, Typepad, etc.)
- Inquisitive mind with excellent research skills
- Strong project management skills

FREELANCE EXPERIENCE

The Word Cellar (2003 – present)

I provide professional writing, editing, and proofreading services to individuals, businesses, and organizations. As a writing instructor, I teach creative writing workshops and online classes. I also offer editorial feedback, mentoring, and creative coaching packages. Example projects and clients are listed below.

Editing (Developmental editing, copy editing, proofreading)

- Fred Rogers Center for Early Learning and Children's Media at Saint Vincent College (developmental and copy editing for blog articles)
- Carnegie Library of Pittsburgh (proofreading of new website)
- *5 Things to Know for Successful and Lasting Weight Loss* by Fran DiVecchio, published by Turner Publishing Company (developmental and copy editing of manuscript)
- *Lanterns: A Gathering of Stories* by Jennifer McGuiggan & friends (curated, edited, and produced anthology chapbook of prose, poetry, and photography)

Writing (content marketing, articles, essays)

- Content Writing – Carnegie Library of Pittsburgh (newsletter articles)
- Researched Articles – Care.com (pet care); 12fwd.com (food)
- Reported Pieces – *Bella Grace* and *Mingle* (print magazines from Stampington & Co.)
- Personal Essays – *Prairie Schooner*, *Brevity*, *The Rappahannock Review*, *The Manifest-Station*, *Flycatcher*, *Essay Daily*, *New World Writing*, *The Collapsar*, *Connotation Press*, *Extract(s)*, and *Numéro Cinq*

Teaching/Coaching

- Writing Instructor, Coach, and Mentor – The Word Cellar (online, 2010 – present)
- Writing Instructor – Creative Nonfiction Foundation (online, 2016 – present)
- Writing Instructor – The Writer's Center (online, 2018)
- Presenter – HippoCamp, writing conference presented by *Hippocampus Magazine* (Lancaster, PA; 2015, 2016, 2018)
- Presenter – Conversations & Connections, writing conference presented by *Barrelhouse* (Pittsburgh, PA, Oct. 2016; Arlington, VA, April 2016)

EMPLOYMENT HISTORY

Online Content Coordinator (fulltime 2001 – 2006; contractor 2011 – 2015)

Seton Hill University's E-Magnify center for women entrepreneurs, Greensburg, PA

I created an extensive digital library with hundreds of articles, resources, and business directory listings to educate and inspire women business owners. In January 2004, Harvard Business School listed the website as a featured recommendation in the *HBS Working Knowledge* newsletter. As the site's editor, I oversaw dozens of freelance writers and subject matter experts, produced a weekly email newsletter, and maintained all online content. I set the website's editorial and strategic direction and managed tactical implementation of digital marketing initiatives. My project management duties included being the liaison among the technical, creative, and management teams.

Support Staff (1999 – 2001)

Carnegie Mellon University, School of Computer Science, Language Technologies Institute, Pittsburgh, PA

In addition to serving as the dedicated administrative support staff member for the department director, I also worked on a variety of communication projects. These included writing and editing promotional materials, and proofreading highly technical, multimillion-dollar National Science Foundation grant applications for grammar, clarity, and consistency.

International Volunteer/Soup Kitchen Manager (1998 – 1999)

Forest YMCA, Walthamstow, London, England

I managed a soup kitchen of 200 volunteers that served 60 homeless clients each night. I wrote and produced a quarterly newsletter, served as the public relations representative, and developed the program's first comprehensive policy and procedures manual.

EDUCATION

M.F.A., Writing, Vermont College of Fine Arts

B.A., English, *magna cum laude*, Grove City College

AFFILIATIONS & AWARDS

- Member, Association of Writers & Writing Programs (AWP)
- Grant Recipient, writing residency, Vermont Studio Center, Johnson, VT (2014)
- Finalist, *The Orison Anthology* 2017 Award in Nonfiction
- Finalist, *Hunger Mountain's* 2016 Creative Nonfiction Prize
- Nominee, *2015 Best of the Net Anthology*, published by Sundress Publications
- Finalist, *Prime Number Magazine's* 2014 Creative Nonfiction Award