

# Clarice Dankers

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## EDUCATION

MA Writing (Emphasis on Publishing), Portland State University (2004)  
MA Linguistics (Emphasis on Teaching English as a Second Language), University of Utah (1976)  
BA German and French, University of Utah (1973)

## FREELANCE WRITING, EDITING & COACHING

[www.PolishYourWriting.com](http://www.PolishYourWriting.com)

I provide Web design, writing, editing and writing coach services for independent professionals and small business owners. Sample projects include:

### 2002-Present

#### Small Business Web Sites

- Design, Copywriting & Editing
- Search Engine Optimization (SEO)
- Internet Marketing Strategies

#### Web Site Portfolio

- [www.greshampreschool.com](http://www.greshampreschool.com)
- [www.careerlivelihood.com](http://www.careerlivelihood.com)
- [www.hdwoodworking.com](http://www.hdwoodworking.com)
- [www.learningdoorway.com](http://www.learningdoorway.com)
- [www.artichokemusic.org](http://www.artichokemusic.org)

#### Freelance Writing & Design

- Press Releases (Online & Offline)
- Resumes & CVs
- Training Manuals

#### Editing

- Professional & Academic Articles
- Nonfiction Books, e-Books, & Book Proposals

#### Editing Examples

- Book manuscript (*A Challenge for Our Time: The Healthcare Crisis in America*) by Dr. John Kitshaber, former Governor of Oregon (not yet published)
- Book manuscript (*Soundtracks for Learning*) by Chris Brewer on how to use music in the classroom to increase learning (published 2008)
- Book manuscript (*Confusion to Clarity: A Twenty-Something's Guide to Finding Your Calling*) by Ann Elizabeth Grace on how to overcome depression and confusion by going within (to be published Spring 2009)
- Book manuscript (*The Sales Success Factors: A Personal Development Workbook for Men and Women Who Want to Achieve Success in Sales*) by Bob Arzt (to be published Spring 2009)
- Quarterly online newsletter (*Imagine*) from the International Alliance for Learning (2005-2009)
- Articles by economics professors from the University of Zaragoza, Spain, and the National Kaohsiung Marine University, Kaohsiung, Taiwan, whose papers have been accepted for publication in professional journals
- Two books published in New York that showcase the work of Ettore de Conciliis, an Italian painter of landscapes and still lifes

#### Writing Coaching

- Academic & professional articles
- Nonfiction books, book proposals & e-books
- Writing to learn, create & heal
- Writing skills improvement

<p><b>ACADEMIC EXPERIENCE</b>  2002-2005</p>	<p><b>Instructor of Writing</b> <span style="float: right;">Fall Term 2005</span>          PORTLAND STATE UNIVERSITY, Portland, OR          Taught WR 121 to undergraduate students at PSU. Course emphasized cross-cultural communication and featured stories, poems and essays written by authors such as Thomas Friedman, N. Scott Momaday, Bharati Mukherjee, Mario Vargas Llosa and Tamim Ansary.</p> <p><b>Instructor of Writing</b> <span style="float: right;">Fall Term 2004</span>          CHEMEKETA COMMUNITY COLLEGE, Salem, OR          Taught developmental writing courses (WR 40 and WR 115) to community college students seeking to improve their writing skills at the sentence and paragraph level. Students in both classes read and discussed a variety of articles and reviewed grammar and punctuation usage as well as sentence, paragraph and essay structure. They also spent one class period each week in the computer lab and gained practical skills by writing their own resumes and cover letters.</p> <p><b>Instructor of Writing</b> <span style="float: right;">Fall Term 2004</span>          MARYLHURST UNIVERSITY, Portland, OR          Taught a writing laboratory class (WR 303) to seniors who were writing a 15-page research paper in their major. Covered the basic principles of researching, writing and revising academic essays. Also read and commented extensively on students' drafts and helped them create a voice and style appropriate to their majors, which ranged from Art History and Interior Design to Ethics, Business and Real Estate.</p> <p><b>Assistant Director of Writing</b> <span style="float: right;">Spring Term 2004</span>          PORTLAND STATE UNIVERSITY, Portland, OR          Helped to organize Oregon's 14<sup>th</sup> annual Conference on Rhetoric and Composition held at PSU on May 1, 2004. Handled all registration procedures and correspondence with presenters and attendees. Designed and wrote conference materials; wrote a press release for area newspapers; managed student volunteers.</p> <p><b>Graduate Assistant</b> <span style="float: right;">2002–2004</span>          PORTLAND STATE UNIVERSITY, Portland, OR          Received experience in every aspect of course design while teaching two terms of freshman composition (WR 121) and two terms of upper division composition (WR 323); designed my own syllabi, assignments and daily teaching activities. All of the courses featured an emphasis on international topics ranging from the Middle East to China. Also coached writers one-on-one for three terms in the Writing Center.</p> <p><b>Publishing Experience</b> <span style="float: right;">2002–2004</span>          PORTLAND STATE UNIVERSITY, Portland, OR          As a student in the Publishing strand of PSU's MA/Writing program, received professional publishing experience while working on book manuscripts accepted by Ooligan Press, PSU's in-house publishing company. Experience includes the professional editing of book manuscripts; book design; children's publishing; print production; and the development of complete book marketing plans.</p>
<p><b>BUSINESS EXPERIENCE</b>  1994-2001</p>	<p><b>Proposal Specialist</b> <span style="float: right;">2000–2001</span>          USHA COMMUNICATIONS TECHNOLOGY, Portland, OR          Worked closely with colleagues in India and sales executives around the world to edit and produce outstanding technical proposals, RFPs, software manuals and statements of work for customers in the Americas, Europe, Middle East, Africa and Asia. Designed writing style sheet and guide for team members in Calcutta; and created and updated template documents for the proposals/marketing library.</p> <p><b>Executive Assistant to GM/VP</b> <span style="float: right;">1996–1998</span>          ATLAS TELECOM, Portland, OR          Acted as Office Manager for the AFAX Division (50 employees); created Excel spreadsheets and prepared PowerPoint presentations and expense reports. Coordinated meetings and organized events for sales executives, including workshops, trainings and reward trips.</p>

	<p><b>Marketing Assistant to VP of Sales</b> 1994–1996 CFI PROSERVICES, Portland, OR Wrote, edited and designed RFPs for banks with assets of over \$1 billion. Using PageMaker, created monthly newsletter to keep national sales force informed of new product releases and corporate developments.</p>
<p><b>ESL TEACHING EXPERIENCE</b>  1974-1993</p>	<ul style="list-style-type: none"><li>• American Language Academy, University of Portland, Portland, OR (1990–1993)</li><li>• Peace Corps Volunteer/Kabul, Afghanistan (1976–1978)</li><li>• Bremerton Community College, Bremerton, WA (1975)</li><li>• American Language Exchange, Seattle, WA (1975)</li><li>• University of Utah, Salt Lake City, UT (1974-1975)</li><li>• Benjamin Franklin School, Mexico City, Mexico (Summer 1974)</li></ul>
<p><b>SKILLS</b></p>	<ul style="list-style-type: none"><li>• Computer Software: MS Word, Excel, PowerPoint, Publisher &amp; Outlook</li><li>• Website Design: Dreamweaver CS3, SiteBuildIt, FrontPage, HTML</li><li>• Excellent knowledge of grammar, punctuation and style (AP, Chicago, MLA, APA)</li></ul>
<p><b>PROF. ORGS.</b></p>	<ul style="list-style-type: none"><li>• International Alliance for Learning: <a href="http://www.ialearn.org">www.ialearn.org</a> Served from 2005 to 2008 on the Executive Board of the International Alliance for Learning, the premier organization for educators, corporate trainers and entrepreneurs who incorporate brain-based Accelerated Learning methodologies into their work.</li><li>• Self-Employed Creative Professionals: <a href="http://www.secppdx.com">www.secppdx.com</a></li><li>• Willamette Writers: <a href="http://www.willamettewriters.com">www.willamettewriters.com</a></li><li>• NW Coaches Association: <a href="http://www.nwcoaches.org">www.nwcoaches.org</a></li></ul>