

# Paul Lambrecht

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Serious Writer

## RELEVANT SKILLS:

**Creativity and Communication.** Hired by past freelance writing client for expert “wordsmithing” ability. As an educator, able to establish rapport with my students, despite differences in age, culture, and experience. Valued co-worker for humor and willingness to help.

**Competence.** Fast independent learner. Familiar with MS Office suite, research methods, and some web design ability. Quick-thinker and demonstrated sounding board for ideas and improvements—creating collaborative solutions to messaging objectives and increased job efficiency.

**Organization.** In teaching positions, taught well-structured classes and kept thorough records. Managed filing, correspondence, scheduling, subordinate employees, and many other office support functions in higher education work environment.

## WORK EXPERIENCE:

<b>English Teacher</b> WA: Feb '11 to Present. AZ: July '10 to Feb '11.	<b>STUDYPOINT &amp; C2 EDUCATION</b> <b>ARIZONA ELITE ACADEMY &amp; VARSITY TUTORS</b> Developed lesson plans. Established rapport with wide range of ages and cultural backgrounds. Helped students to develop skills and proficiencies and demonstrably raised student scores on standardized tests.	<b>Eastside, WA</b> <b>Chandler, AZ</b>
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<b>Freelance Writer</b> Jun '07 to Present.	<b>LARRY FARREN &amp; COPY ENGINE INC.</b> Generated ideas and developed into stimulating and effective content for multiple projects. Humorous advertising for Halloween costumes; user-friendly technical descriptions for databasing firm; and career-building marketing for Arizona redeveloper/consultant Larry Farren.	<b>Cave Creek, AZ</b>
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<b>Calibration Technician</b> Oct '07 to July '10.	<b>DETECTION INSTRUMENTS CORP.</b> Troubleshoot electronics errors, performed maintenance and calibrations on odor-detection instruments for small family-connected firm while developing and solidifying other career interests on side.	<b>Phoenix, AZ</b>
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<b>Assistant to the Dean of Students</b> Feb '04 to Jan '07.	<b>MASSACHUSETTS COLLEGE OF ART</b> Spearheaded compliance with government-mandated public transit policy. Provided executive support for departmental VP and Dean of Students. Generated correspondence, arranged scheduling, work-study staff supervision, maintenance of confidential disciplinary records, as well as customer service facing students and parents.	<b>Boston, MA</b>
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## EDUCATION:

<b>HARVARD UNIVERSITY</b> Sep '99—Jun '03. B.A. in English Language and Literature. Citation in Czech.	<b>Cambridge, MA</b>
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<b>EMERSON COLLEGE</b> Sep '05—Jun '06. Graduate Certificate in Screenwriting.	<b>Boston, MA</b>
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<b>ARIZONA STATE UNIVERSITY—HFR Associate Editor</b> Sep '09—Present. Edit and blog for the <i>Hayden's Ferry Review</i> —ASU literary journal.	<b>Tempe, AZ</b>
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