

# Technical Writing, Editing, and Administrator **Jeremy D. Johnston**

## Objective

To bring my 25 years of professional and global experience in writing, administration, and leadership to an environment that will allow me to aid in its growth and improvement.

## Education

### Degree in English Teaching Methods

Al Ain University  
*July 2017 – June 2019*

### BFA in Creative

Writing  
Bowling Green State  
University  
*June 1996 – Dec. 2000*

### Technical Writing

Oregon State  
University  
*Certification 2022-2023*

### CELTA

Berlin School of English  
*Nov. 2011 – Dec. 2011*

### Ohio Department of Natural Resources

Internship with Old  
Woman Creek and Sheldon  
Marsh  
*1996-1998*

## Experience

Present

### Technical Writing

Creating user manuals and instructions, UX design reports, usability and user-centered design documents, portfolios, editing SOPs and flowcharts, developing data analysis documents and reviews, and conducting user-testing and feedback sessions on products and website design.

August 2019 – Present

### Head of Department/Curriculum Coordinator *Abu Dhabi International (PVT) School*

I manage the entirety of the English Department, and ensure instructional compliance with American, British, and Emirati curriculums. I manage a staff of 15 instructors and provide guidance, instruction, and leadership. Other duties include: data analysis, writing strategic and employee reports, developing long-term and medium-term planning, and writing all summative assessments. I also teach grades 6 thru 8 and grades 11 and 12.

November 2013 – July 2019

### English Instructor *International Community Schools*

I taught English and implemented curriculum for grades 6 thru 8. I was also head-of-grade for Grade 6, overseeing the planning and instruction of all Grade 6 teachers. Other duties included: cross-curricular tasks and strategies, writing lesson plans and Power Points, writing summative assessments.

December 2000 – November 2005

### Journalist *Gannett Media Co./Cincinnati Enquirer/Community Press Edition*

Wrote 10 stories a week for eight jurisdictions and two school districts. Stories included breaking news, human-interest, and my own column. I also took photographs and attended all city council and school board meetings.

## Books

Currently finalizing "The  
**Rock that Decided to  
Move**" with Austin-  
MacCauley Publishing Co.  
Date: 2023

## Skills

- Journalism
- Tech Writing
- Data analysis
- Administrative management
- Microsoft Office
- Adobe Suite
  - Photoshop
  - Illustrator
- Communication
- Interviewing

## Interests

- writing
- art
- literature
- poetry
- traveling

## Contact

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## Portfolio

Please visit my portfolio for work samples and other specs at

[Jeremydavidjohnston.myportfolio.com](https://www.jeremydavidjohnston.myportfolio.com)