

Leslie Cutler Stitt

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WORK EXPERIENCE

U. S. Census crew leader **March 2009—Present**

Supervise crew leader assistant and enumerator crew for Address Canvassing of 2010 Census. Train staff, manage payroll submissions and information communications between main office and staff, make area assignments, and handle most field situations concerning equipment, personnel, and communications.

Associate editor **August 2006—February 2009**

Performed full editorial duties for Gibbs Smith publishing company (Layton, UT), including in-depth manuscript developmental editing, proofreading, and indexing. My book projects covered the following topics: environmental, survival, how-to, business, architecture, interior design, caregiving, food and nutrition, and gardening, and I assisted other editors in all phases of their projects. I also wrote catalog copy, front and back flap copy, manuscript evaluations, and creative and design briefs.

Editor/proofreader/indexer **December 1982—August 2006**

Edited, proofread, and indexed books on a freelance basis for Deseret Book Co. (Salt Lake City); Cedar Fort, Inc. (Springville, UT), and Gibbs Smith (Layton, UT). Other clients include Executive Excellence (Provo, UT), The Game of Work (Park City, UT), and some independent authors.

English as a Second Language teacher **September 2004—May 2006**

Taught ESL for Weber School District adult education (Ogden, UT) and created ESL materials.

Adult education teacher **September 1988—June 1998**

Taught adult basic education and ESL for Ogden City School District (Ogden, UT) and created teaching materials.

Educational materials development consultant **January 1985—September 1992**

Developed training manuals, instructor supplements, and other print materials. Wrote and produced two educational videos and designed and conducted workshops on computer literacy and team building. Clients included Ogden-Weber Applied Technology Center, Weber State University, Utah State Office of Vocational Education.

English as a Second Language/bilingual teacher **September 1978—November 1983**

Taught ESL in day, evening, and summer school programs for Jordan, Granite, and Murray school districts (Salt Lake City), and ESL summer school for American Language Academy at Williston-Northampton School (Easthampton, MA).

Secondary education graduate assistant **January 1977—August 1978**

Taught undergraduate education courses, supervised student teachers, wrote two secondary education syllabi for Department of Secondary Education, BYU. Faculty advisor: Dr. C. Garn Coombs.

Linguistic graduate assistant **April 1977—June 1978**

Wrote ESL computer grammar courses and presented material at national and international conventions for McKay Institute, Computer Teaching Research Center, BYU. Faculty advisor: Dr. Frank Otto.

EDUCATION

August 1982

Graduated from Brigham Young University with an M.A. degree in Teaching English as a Second Language. Emphasis: Materials Development. Minor: Community College Teaching. Thesis topic: *Outdoor Recreation: A Viable Teaching Topic on American Culture for ESL Students.*

April 1973

Graduated cum laude from Brigham Young University with a B.S. in Psychology. Minor: Spanish. Received Utah state teaching certificate in 1976. Participated in 1972 Madrid semester abroad program.

I hold a current Utah secondary education teaching certificate in Psychology, Spanish, and Teaching English as a Second Language.