

JACKIE LE

STANTON, CA | 317-946-1906 | JACKIE.LE.WRITES@GMAIL.COM

EDUCATION

Bachelor of Arts, English Literature
Purdue University – West Lafayette

SKILLS

Writing	Program Management	Editing
Communication	Microsoft Word	Canva

GRANTS

Social Innovation Fund, Nov 2021- Earned \$95K through community-driven programs to increase food affordability and access
IHCDA's CreatingPlaces, Aug 2021- Raised over \$30K to kick-start an annual night market to support local vendors and businesses
IUPUI Learning by Giving, May 2021- Awarded \$10K to support urban agriculture and food access programs

EXPERIENCE

ASSISTANT TEACHER

August 2023-Current

Milestones Montessori – Irvine, CA

- Assist in developing and implementing Montessori curriculum for 20+ students ages 3-5 years old with 100% success rate in early childhood development
- Collaborate with ABA therapy, occupational, and speech therapy personnel to improve fundamental cognitive and linguistic skills
- Establish communication channels with parents to increase community engagement

WRITING TUTOR

January 2020-Current

Self-employed – Remote

- Provide counseling on writing to colleagues and undergraduate students, increasing academic performance by 20% on average
- Assist in the planning, drafting and finalization of essays and creative writing pieces, resulting in increased writing proficiency
- Edit, fact check, and proofread each draft

GROWING PLACES INDY

January 2021-April 2022

Communications & Programs Manager – Indianapolis, IN

- Earned over \$100K in grants and donations for all initiatives related to food access and community-driven projects
- Planned curricula and budget for 8+ programs to meet grant and sponsorship expectations
- Wrote and distributed press releases, newsletters, and website copy, trafficking 100+ website visits weekly
- Managed and created social media content, increasing engagement by 5% on average across all platforms every month