

KAARA KALLEN

KAARAKALLEN.COM • (773) 387-9884 • KAARA@KAARAKALLEN.COM

SUMMARY

Informational-content professional offering expertise in content frameworks, processes, and editorial practices for the educational and for-purpose sectors

EDUCATION AND ACADEMIC HONORS

M.A., Education	San Francisco State University	December 2004
Teaching Credentials: English, ESL, Introductory Spanish	San Francisco State University	December 1999
B.A., Anthropology	University of California Berkeley	May 1995
High Distinction in General Scholarship (Magna Cum Laude), Phi Beta Kappa, Golden Key		

EXPERIENCE

University teaching

March 2017–Present Northwestern University Evanston, IL
Design Thinking and Communication (DTC) Instructor: Cook Family Writing Program

- *Design Thinking and Communication (Cook Family Writing Program)*: Instruct first-year engineering students in principles and practices of design thinking (co-taught with McCormick School of Engineering faculty)
- *Sustainability Focused Design Thinking and Communication (Cook Family Writing Program)*: Challenge first-year engineering students to consider the opportunities and limitations of design thinking when applied to sustainability imperatives (co-taught with McCormick School of Engineering faculty)

Master of Project Management program (McCormick School of Engineering) Writing Mentor

- Provide editorial guidance to students on organization, documentation, content, and formatting for completion of their capstone report, required for graduation

Independent Consulting

November 2012–Present Chicago, IL

- Provide editorial services for socially and creatively centered clients. A sampling:
 - *Sunbird Books (Chicago, IL)*: Author creative and educational works for children ages zero to eleven, with a focus on science, language, biography, and other non-fiction topics; author accompanying educator/parent guides
 - *Northwestern University*: Create open educational resources (OER) for Segal Design School's Design Thinking and Communication (DTC) program; topics include primary research, sustainable design, and ethics and equity in design thinking
 - *Kit Matthew (independent author)*: Line edit book about fundraising for community centered asset-based work, with intended audience library, archive, and museum practitioners and fundraisers (Routledge, 2022)

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- *AnteUp!*, Oakland, CA: Consult on educational frameworks and edit for content and clarity for organization focusing on justice-focused professional development and curriculum
- *Maya Smart (independent author)*: Consult on book content for early-literacy advocate and author (publication forthcoming 2022)
- *UIC Latino Cultural Center, Chicago, IL*: Develop innovative dialogue facilitation guide for wide dissemination based on department's internal guide and institutional knowledge

Curriculum Development Leadership

December 2004–October 2012 The Great Books Foundation Chicago, IL
K–12 Editorial Director (2009–2012); K–12 Managing Editor (2004–2009)

- Directed editorial development of K–12 print and online materials, including concept development, research, writing, editing, and layout and design
- Developed project plans for multiple long-term projects; anticipated how changes in one project might affect another; built in flexibility to allow for new developments
- Contributed to development and execution of vision and strategy for K–12 program in collaboration with marketing, training, new media, and executive staff
- Developed and applied deep knowledge of instruction and assessment related to critical thinking, discussion formats, English language arts, and fiction and nonfiction literature
- Led in-house writing and editorial team and freelancers: hired, managed, and coached staff
- Examined developments in pedagogy, technology, and education policy and led team in related changes to product strategy and workflow
- Contributed to developing and conducting surveys, focus groups, and pilots

Edusoft San Francisco, CA April 2003–November 2004
English Language Arts Content Management

Project Achieve Rock Island, IL October 2002–April 2003
Program Implementation

Classroom Teaching

Wallenberg High School San Francisco, CA August 2000–June 2002
English Literature 9, 10, 10H; Spanish 9

South San Francisco High School South San Francisco, CA August 1999–June 2000
English Literature 9, 10