

Lakshmi Hutchinson

2526 ½ Hermosa Avenue, Montrose, CA 91020

Phone: 917.364.8179 | Email: lakshmi625@gmail.com | Portfolio: <https://lakshmiwrites.com/>

Experience

ZERO TO THREE | Remote

8/2023 - present

Writer/Editor

- Write and edit online articles aimed at engaging, supporting, and elevating ZERO TO THREE's membership
- Conduct interviews with practitioners and experts in the fields of Early Childhood Education and Infant & Early Childhood Mental Health
- Manage the submission, editing, and publication process for guest contributors

Common Sense Media | Remote

10/2021 - 8/2023

Media Reviewer - Podcasts

- Evaluated and wrote reviews of podcasts aimed at kids, adults, or families
- Considered child developmental and educational needs, as well as the overall quality of the podcasts
- Evaluated representations of diverse groups in the podcasts

The Literacy Architects | Remote

8/2021 - 5/2022

Writer

- Developed marketing strategy and wrote newsletters targeted to an audience of school leaders and teachers
- Addressed current topics in the field of literacy instruction and showcased company success stories
- Drove audience engagement and fostered a community of partners in the field

Idealist | Remote

5/2019 - 8/2021

Contributing Writer

- Created original content for Idealist Careers, a publication of Idealist.org
- Offered advice and insight to professionals and job seekers in the social-impact space
- Viewed topics through the lens of diversity, equity, and inclusion

Wingspans | Remote

8/2020 - 1/2021

Writer

- Sourced and interviewed people for a career exploration curriculum and increased diverse representation
- Wrote and edited interviews with a focus on narrative flow and subject's voice
- Wrote detailed and candid university profiles for the site

Twiniversity | Remote

9/2017 – 5/2020

Contributing Writer

- Wrote articles for the largest online resource for parents of multiples
- Pitched original content ideas on topics ranging from parenting advice to education
- Met publishing deadlines and incorporated editorial feedback

The Estée Lauder Companies | New York, NY

5/2011 – 4/2012

Associate, Global Learning and Development

- Managed a yearlong professional development program for high-potential employees
- Collaborated with the CEO on the writing, redesign, and seamless delivery of a global leadership seminar
- Led leadership training courses across all brands and functions and conducted post-course evaluations

Harlem Link Charter School | New York, NY

8/2007 – 8/2008

Teacher

- Taught hands-on science lessons in grades 1-3 and developed an environmental science curriculum
- Worked with teachers across curricular areas to better integrate math, science and literacy concepts
- Provided push-in literacy support and taught three art classes per week

Something Digital | New York, NY

11/2005 – 8/2007

Project Manager

- Served as lead contact and client liaison for SharePoint knowledge management system
- Clearly communicated the client's needs and ensured the tools on the site met their analytical requirements
- Trained staff at the New York City Charter School Center on use of the site

Institute of International Education | New York, NY

5/1998 – 3/2005

Program Officer

- Managed Fulbright grant programs for eight countries in Asia as well as a conflict resolution program
- Developed and led an orientation program for the Afghan Fulbright program in Washington, DC
- Wrote reports on grant activities and outcomes for the US Department of State

Education

Teachers College, Columbia University | New York, NY

May 2007

MA in Elementary Education, with Initial Certification in Grades 1-6

Barnard College, Columbia University | New York, NY

May 1997

BA in Asian and Middle Eastern Cultures