

WENDY TAFUR N.

New York, NY | wendytafur.com
www.linkedin.com/in/wendytafurn/

Creative and professional writer with solid communication, analytical, and leadership skills. Consistent work emphasizing student engagement has led to a passion for cultural and intellectual exchange through storytelling and education.

EDUCATION

MFA in Fiction Writing, Columbia University, School of the Arts

Expected Graduation: October 2025

Summer Publishing Institute, New York University (2022), School of Professional Studies

Media & Book Publishing with a strong focus on digital strategies and platforms.

BA in English/Creative Writing & in Theatre, Seattle University (2018), College of Arts & Sciences

Presenter at the Undergraduate Research Association Conference 2018: Action and Call to Action through Gothic YA Fiction.

EXPERIENCE

Communications and Editorial Specialist (2017–Present)

Freelance | Remote

- Edited and revised dozens of cover letters, essays, and application materials for students admitted into Top 50 Universities in the U.S. and Canada, and applying to job opportunities in the U.S., U.K., and Ecuador.
- Reviewed and optimized internal communications for an Ecuador-based company for clarity, tone, and impact.
- Developed creative instructional material for Language Arts tutors teaching figurative language.

Lead Teaching Fellow (01/2025–05/2025)

Center for Teaching and Learning, Columbia University | Manhattan, NY, USA

- Liaised between the Writing Department at the School of the Arts and the Center for Teaching and Learning, drafting and sending email communications regarding resources, events, and opportunities.
- Organized, marketed, and facilitated pedagogy-focused events for graduate students in the Writing Department, including moderating a panel for 20+ students and documenting and distributing comprehensive notes post-event.

University Life Ambassador (09/2023–05/2024)

Columbia University | Manhattan, NY

- Collaborated with a team of student leaders to enhance student experiences and provide a smooth transition for incoming classes (1000+ students) while fostering community through school-wide events.

Fiction Reading Board Member (09/2022–05/2023)

Columbia Journal, Columbia University | Manhattan, NY

- Reviewed, proofread and pre-selected over 30 submissions for the editorial board and for judges during the magazine's print and online contests within specific deadlines.

Language Arts Teacher - Lower School (04/2020–06/2021)

Colegio Menor, Nord Anglia International School | Samborondón, Ecuador

- Developed a 9-month curriculum adapted for online learning regarding reading, writing and social studies for 50+ students learning English as a second language.
- Assessed 25 students' performance holistically, establishing objectives with them and their parents as Advisor.

Assistant Editor and Writer (05/2018–08/2019)

Study in the USA | Seattle, WA

- Authored, translated, and led the development of articles and blog posts for StudyUSA.com and its related platforms, which have helped connect 7.7M students.
- Edited and proofread third-party articles for StudyUSA.com, English and Spanish print magazines, and client newsletters.

Co-Editor and Editorial Staff (09/2014–03/2015 and 01/2017–05/2018)

Fragments Literary and Visual Arts Magazine, Seattle University | Seattle, WA

- Planned and marketed SeattleU's literary and visual arts magazine from concept to publishing, achieving a 36% increase in submissions my year as co-editor.
- Lectured hundreds of undergraduate students to promote arts and engagement with the magazine and recruit staff.

CERTIFICATES & SKILLS

TEFL/TESOL Certified (2021) by BRIDGETEFL. Bilingual: Spanish and English. Highly adaptable: Studied abroad in Seoul, Dublin, and London. Proficiency in Microsoft Office, Google Drive, Wordpress, Scrivener, Instagram, CapCut, Canva.