

Loretta Pedersen

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EDUCATION

University of Washington

Master of Science, School of Environmental and Forest Sciences, Chemical Ecology

Seattle, WA, USA

2018

University of Washington

Bachelor of Arts, Mandarin Chinese Language and Literature, Magna Cum Laude

Seattle, WA, USA

2009

SKILLS

- Microsoft 365 (including Teams and SharePoint), Google Suite, Slack, Zoom, Canva, Wordpress, Squarespace, Jira, ClickUp, Trello, Figma, Miro, GitHub, LaTeX, R, Judicial Information System, LexisNexis, PastPerfect
- Writing, editing, records management, research, curation, grant proposals, social media
- Formatting documents to comply with citation styles (APA, MLA, CMOS, CSE, Harvard, Bluebook legal, etc.)
- Translation (Mandarin Chinese, Spanish, and Norwegian to English)
- Project management, independent remote computer work, autodidactic skill-building, time management, self-direction, academic rigor, and attention to detail

PROFESSIONAL EXPERIENCE

Freelance Academic Editor and Writer

Ogma Editing, Dayton, WA

Nov 2021 – Present

- Provide freelance editing, writing, and research services for academics, businesses, legal professionals, and novelists.

Broughton House Gardener (Part-Time)

Broughton Land Company, Dayton, WA

August 2024 – Present

- Maintaining the botanical garden of the 19th-century Broughton House in Dayton, WA.
- Site-appropriate plant installation.
- Pruning shrubs and trees, weeding, mulching, and other standard botanical garden maintenance tasks.

Boldman House Museum Manager

Dayton Historical Depot Society, Dayton, WA

Septemer 2024 – April 2025

- Curated museum artifacts and maintained museum records for accessioning artifacts, property maintenance, volunteer hours, visitor donations, etc.
- Drafted a Boldman House historic structures report based on Boldman family household records, historic building registry records, and 20 years of Boldman House restoration and maintenance records.
- Provided guided museum tours for visitors.
- Arranged for property maintenance services.
- Coordinated volunteer teams for special events.
- Created a Boldman House Garden herbarium project for garden volunteers.

Academic Editor and Small Scale Automation Testing and Release Manager

American Journal Experts, Durham, NC, remote position

Aug 2022 – July 2024

- Edited and provided presubmission review commentary for academic journal manuscripts. Areas of study: artificial intelligence, machine learning, biomedicine, plant genetics, agriculture, horticulture, ecology, and misc. STEM and humanities topics.
- Managed and documented small scale automation code testing and release with GitHub and Jira. Developed and maintained small scale automation tools coded in VBA. Provided bug support for tool users.

Plant Ecologist

Green Valley Gardens Nursery and Arboretum, Walla Walla, WA

Feb 2020 – Dec 2021

- Living collections curation, plant taxonomy research, arboretum mapping, and creation of public outreach materials.
- Nursery plant care, creation of cultivar profile signage for nursery stock, development of employee training curricula, and guidance for customers on selecting site-appropriate plants for landscape design.

Guest Teacher: Open Doors Program

Walla Walla Public Schools, Walla Walla, WA

Sep 2019 – Feb 2020

- Taught and mentored special education and at-risk high school students (life skills, GED preparation, reading comprehension, etc.) at Lincoln Alternative High School.
- Provided off-site special education tutoring in math and English at the Walla Walla Public Schools district office.

Biology Department Adjunct Faculty Member

Shoreline Community College, Shoreline, WA

Apr 2019 – Sep 2020

- Taught BIOL 124 Flora of the Pacific Northwest and BIOL 126 Sustainable Gardening and Horticulture.
- Adapted in-person lab course curriculum to COVID-19 online course format. Designed online courses that were fully accessible for visually impaired and deaf students.
- Curated small campus herbarium collection.
- Collaborated with students and fellow faculty members for the college Tree Campus USA mapping and database project.

Writers' Exchange Dissertation Coach and Editor

Antioch University, Yellow Springs, OH, remote position

Feb 2018 – Feb 2020

- Edited theses, dissertations, grant proposals, and academic journal manuscripts for graduate students and faculty members at Antioch University's Seattle, New England, and Santa Barbara campuses.
- Provided Antioch doctoral students with virtual coaching in dissertation writing and statistical analysis results interpretation.
- Co-authored Antioch dissertation handbooks and academic writing handouts and contributed WEX blog posts on dissertation and thesis writing.

Contract Researcher and Report Writer

Office of Corrections Ombuds, Governor's Office, Olympia, WA

Mar 2019 – Oct 2019

- Summarized prisoner survey responses into spreadsheets and preliminary reports for two projects: surveys on prison mainline food quality at the Washington State Penitentiary and surveys on quality of life for women prisoners at the Washington Corrections Center for Women and at the Mission Creek Corrections Center for Women.

Laboratory/Field Technician, Research Assistant, Teaching Assistant, and Instructor

University of Washington School of Environmental and Forest Sciences, Seattle, WA

Dec 2012 – Dec 2017

- Seed germination testing, bacterial endophyte cultivation, butterfly husbandry, plant secondary metabolism research, data analysis with R, report preparation, grassland field monitoring, laboratory sample preparation, greenhouse plant cultivation, supervision of undergraduate laboratory technicians.
- Primary instructor for ESRM 400 Natural Resource Conflict Management and teaching assistant for ESRM 362 Introduction to Restoration Ecology.

Second Chances Project Legal Department Intern

American Civil Liberties Union of Washington, Seattle, WA

Jan 2015 – Sep 2015

- Retrieved and summarized public records, including court, police, and correctional agency records, for staff attorneys.
- Attended legislative committee meetings and reentry conferences and symposiums.

Sole Proprietor and Private Tutor

Toki Tutoring, Mill Creek, WA

Apr 2007 – Apr 2013

- Provided tutoring in all school subjects (including English as a Second Language and college prep tutoring) for K-12 and adult students.
- Provided US citizenship exam prep tutoring for adults.

T.T. Minor Elementary School Classroom Tutor

America Reads–America Counts, Seattle, WA

Sep 2008 – Jun 2009

- Provided reading and math tutoring, lunch and recess supervision, and field trip chaperoning for third–fourth grade combination class.

Book Buyer and Collectible Book Evaluator

Half Price Books, Lynwood and Edmonds, WA

Sep 2002 – May 2007

- Customer service, book buying, and collectible book assessment and pricing.
- Helped to run annual booth at the Seattle Antiquarian Book Fair.

Citizen Explorer Team Lead

Colorado Space Grant Consortium, University of Colorado, Boulder, CO

Oct 2001 – Aug 2002

- Led student team in photometer, spectrophotometer, aerosol, and UV light data collection.
- Basic soldering, circuitry, electronics, and Interactive Data Language programming.
- Developed outreach activities for local K–12 students.

Fixed-Base Operator Assistant

Glenwood Aviation LLC, Glenwood Springs, CO

Sep 1998 – Dec 2000

- FAA radio communication with incoming pilots.
- Provided small aircraft pre- and post-flight servicing.
- Served as a ground school teaching assistant; scheduled students and instructors for flying lessons; performed bookkeeping and receptionist tasks.

AWARDS AND GRANTS

- **One World Award** – Issued by Washington Council for the Blind for accessible course design – Jan 2020
- **Director's Award for Outstanding Teaching Service to the School and University** – Issued by University of Washington School of Environmental and Forest Sciences – Jan 2017
- **Elisabeth Carey Miller Scholarship in Horticulture** – Issued by Northwest Horticultural Society – Jan 2016
- **Prairie Biotic Research Small Grant** – Issued by Prairie Biotic Research – Jan 2016
- **Byron and Alice Lockwood Endowed Fellowship** – Issued by Byron and Alice Lockwood Foundation – Jan 2015
- **Jesse L. Riffe Family Endowed Fellowship** – Issued by University of Washington School of Environmental and Forest Sciences – Jan 2015

PUBLICATIONS

I am listed as a coauthor or author of 10 publications, namely, academic journal articles and technical reports. Please see my ORCID profile for a complete list of my publications. [ORCID 0000-0002-1048-2950](https://orcid.org/0000-0002-1048-2950)

VOLUNTEER WORK

- **Assistant Coach** – Sargent Brazilian Jiu Jitsu Academy, Walla Walla, WA July 2025 – Present
- **Volunteer Gardener** – Boldman House Museum, Dayton, WA April 2025 – Present
- **Healthy Prison Commissary Working Group Representative** – Washington State Department of Health and Washington Department of Corrections, Olympia, WA Jan 2017 – Feb 2018
- **Court Records Volunteer** – Washington Innocence Project, Seattle, WA – March 2015 – June 2015
- **Volunteer Biology and Literature Instructor** – University Beyond Bars, Monroe Correctional Complex, Monroe, WA – Feb 2014 – Dec 2014
- **Statewide Family Council Elected Officer** – Washington State Department of Corrections, Olympia, WA – May 2016 – Mar 2022
- **English as a Second Language Tutor** – International Rescue Committee, Tukwila, WA – Jan 2007 – Jun 2007
- **College Council Student Representative** – Shoreline Community College, Shoreline, WA – Sep 2004 – Jun 2006
- **Worldly Philosophers and Dismal Scientists Society Event Coordinator** – Shoreline Community College, Shoreline, WA – Sep 2003 – Jun 2005

Professional references available upon request.