



CRISTEN ANDREWS

I'm a versatile writer with over 15 years of experience creating educational content. Driven by insatiable curiosity and a passion for educating, innovating, and organizing, I excel at launching meaningful projects. I'm seeking a part-time position where I can leverage my diverse skills to serve people and the environment.

PROFESSIONAL EXPERIENCE

EarthShare Texas / TreeFolks, Tree Nursery Stewardship Fellow (Jan - April 2025)

- Document the nursery's processes, create multimedia educational materials, and develop a curriculum outline to train local growers about native tree cultivation.

Small Town Farm, Co-founder & Farm Manager (2020-present)

- Transformed our space into a wildlife habitat, botanical sanctuary, plant nursery, and outdoor classroom.
- Grow thousands of plants, which we sell to local gardeners through farmers markets, pop-up events, and collaborations with other businesses.
- Teach classes and create educational content across platforms, fostering an appreciation for organic gardening, regenerative agriculture and bioregional herbalism.

Educational Testing Service (ETS)

Content Development Team Member (2025-present)

- Collaborate with an agile team of writers to write and review content for the Test of English for International Communications (TOEIC).

Outside Item Writer (2008-present)

- Develop items for English-language proficiency assessments used by business organizations, academic institutions, and government agencies around the world.
- Spent two summers at ETS headquarters in Princeton as a test development intern.

Content Writer, freelance (2008-present)

- Develop high-quality content for assessments, test prep, and online learning modules for major publishers in ELL, K-12, college and workplace readiness.
- Ensure all materials align with style guides, learning objectives, and proficiency standards such as CEFR and Common Core.

Fentress Guesthouse, Operations Manager (2017 - 2020)

- Transformed a riverside farmhouse into a high-demand, nature-centered vacation rental with consistent weekend bookings, stellar reviews, and repeat visitors.
- Managed bookings and communication, crafting an authentic listing and marketing strategy that accurately reflects the guest experience.

Adlucent, Copy Editor, SEO Coordinator, Production Specialist (2006 - 2013)

- Headed search engine optimization (SEO) and pay per click (PPC) campaigns for Internet retailers and local businesses.
- Edited clients' Web materials to develop high-quality copy and boost rankings in the search engine results pages.
- Wrote and edited news releases, press materials, and other company content.
- Documented company processes and created training documents.

CONTACT

📞 512-731-8544

✉️ cristenrene@gmail.com

🌐 Cristen.net / SmallTownFarm.com

EDUCATION

UNIVERSITY OF TEXAS

- Bachelor of Journalism
- Bachelor of Arts

GPA 3.64/4.0

BACHELOR OF ARTS
AUSTIN PERMACULTURE GUILD

- Permaculture Design Certificate

WILDFLOWER SCHOOL OF
BOTANICAL MEDICINE

- Clinical Herbalism Certificate



CRISTEN ANDREWS

VOLUNTEER EXPERIENCE & PASSION PROJECTS

Lockhart Pride High School Food Forest (2023)

- Introduced permaculture concepts to students, discussed the beneficial attributes of herbs, and taught a hands-on workshop where we made a healing salve together.

San Marcos River Foundation / Texas Stream Team (2019 - 2021)

- Attended training to become a water quality monitor and conducted monthly scientific data collection and observations along a section of the San Marcos River.

PALS (Pet Prevent a Litter), Board Member (2019 - 2020), Volunteer (2018 - 2023)

- Helped launch a trap loan program, spaying/neutering hundreds of community cats monthly to prevent unwanted litters.
- Created brochures and Web pages to educate the community about PALS' mission.
- Assisted in revising the organization's bylaws to reflect essential updates.
- Trapped and fixed dozens of cats in my community, finding homes for the kittens and friendly ones, and created a spreadsheet to track the impact over time.

San Marcos Animal Shelter / Hays County Animal Organizations (2017 - 2022)

- Founded a 3k+ member community group for shelter reform, raised awareness about lifesaving initiatives, and sparked a campaign that led to increased funding, new programs and staff, and county-wide No-Kill resolutions.
- Synthesized public records, crafted informational packets for county officials, and attended animal welfare conferences to learn from industry experts.
- Served on the shelter's Guiding Light Coalition, a group of shelter staff and volunteers collaborating to improve live outcomes.
- Served on Hays County's Pawsitive Outcomes Implementation Plan Committee alongside county officials, shelter staff, and animal rescue groups.
- Created Web pages, brochures, flyers, social media posts, and other materials to educate community members about new animal shelter programs.

Hostelling International Austin

- Secured the Hostelling International Explore the World scholarship (2009) to help fund a self-led, two-month journey in India, where I taught workshops and partnered with organizations pioneering recycled waste initiatives. Created a blog and gave presentations about my experience.
- Served on the Community Hostelling Fund committee to promote and market the application process and select candidates for scholarships (2015).

Lonely Planet

- Won a photography contest and embarked on a year-long solo backpacking trip around the world (2008-2009). Created a Web site to inspire young people to travel.

Keep Austin Beautiful / Austin Green Art

- Partnered with green artists to plan Earth Day events and raise awareness about the impact of single-use plastic bags.

AISEC, University of Texas

- Served on a student-run volunteer organization that assists students in finding professional traineeships abroad and promoting cross-cultural exchange.
- Attended professional development conferences and workshops.

CONTACT

📞 512-731-8544

✉️ cristenrene@gmail.com

🌐 Cristen.net / SmallTownFarm.com

SKILLS

- Writing & Content Development
- Process Documentation
- Assessment & Curriculum Development
- Project Management
- Social Media Management
- Search Engine Optimization
- Data Organization
- Digital Photography
- Email Marketing & Newsletter Design
- Community Education & Engagement
- Volunteer Coordination
- Basic Database Management (Airtable, Excel)
- Basic Graphic Design (Canva, Photoshop)
- Basic Web Design (Wix, Wordpress)
- Creating Graphs & Charts
- Teamwork and Collaboration
- Organic Gardening
- Plant Propagation