

Shannon Madden

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[REDACTED]@GMAIL.COM

PERSONAL PROFILE

Experienced editor, writer, teacher, and administrator with demonstrated skills in project management, leadership, communication, and publishing.

EDUCATION

Ph.D. English (2015)

Composition, Rhetoric & Literacy
University of Oklahoma

M.A. English (2009)

Literary and Cultural Studies
College of Charleston

B.A. English (2005)

Literary and Cultural Studies
Minor: Creative Writing
Minor: Spanish
College of Charleston

REFERENCES

Michele Eodice

[REDACTED]@ou.edu

Sandra Tarabochia

[REDACTED]@ou.edu

Michael Mohon

[REDACTED]@us.kbr.com

Malin Wagnon

[REDACTED]@blackbaud.com

Jason Swarts

[REDACTED]@ncsu.edu

RELEVANT PROFESSIONAL EXPERIENCE

Director of Graduate Writing

North Carolina State University (Sept. 2018 – Mar. 2020)

Worked with graduate students on writing and editing projects. Advised graduate students and postdoctoral scholars on manuscript development. Taught workshops and courses on writing, editing, publishing, communication. Designed, developed, and administered writing programming for ~10,000 graduate students and postdoctoral scholars. Supervised graduate assistants in managing program operations. Served on committees at the department, college, and university levels.

Assistant Professor, Writing and Rhetoric

University of Rhode Island (Jan. 2016 – Aug. 2018)

Designed and conducted original research and publication projects. Designed and taught courses in technical writing, business writing, and rhetorical writing including daily lesson plans, assignments, and assessment measures. Served on committees at the department and college level, including Strategic Planning Committee for the Harrington School and Content Strategy Committee.

Associate Director, First Year Composition

University of Oklahoma (Jun. 2015 – Dec. 2015)

Supervised and delivered training and professional development for ~75 graduate TAs and adjunct instructors. Collaborated with co-directors to administer 150–200 sections per semester of composition 1 and 2, technical writing, and basic writing. Designed, piloted, implemented, and trained instructors on new curriculum and full-scale curricular assessment for English 1113 and English 1213. Handled policy disputes and Title IX, FERPA, and ADA compliance. Acted as liaison to other university offices including Athletics Tutoring, Writing Center, Disability Resource Center, and Counseling Center.

Assistant Director, First Year Composition

University of Oklahoma (Aug. 2012 – May 2014)

Led professional development workshops for ~75 graduate TAs and adjunct instructors. Led event planning, design, and execution for panel discussions, info sessions, and educational programs. Monitored enrollment and managed course permissions for ~4,000 students per semester. Scored placement tests.

Graduate Instructor, Department of English

University of Oklahoma (Aug. 2010 – May 2015)

Taught two sections per semester of first year composition. Supervised ~60 student research projects each semester. Contributed to the assessment and development of course curricula delivered to roughly ~4,000 students per year. Nominated by colleagues for excellence in teaching award.

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SKILLS

- Google Suite
- Microsoft Suite
- Adobe Acrobat
- Qualtrics
- Wordpress
- AP style
- Chicago style
- APA style
- MLA style

STRENGTHS

- Communication
- Writing
- Editing
- Project Management
- Leadership
- Teaching
- Research

EDITING PROJECTS AND EXPERIENCE

Freelance Writer and Editor

Self-Employed (Mar. 2020–present)

Writing grants for nonprofit organizations. Coaching graduate student researchers on writing projects such as dissertations, articles, grant proposals. Editing dissertations written by graduate student researchers. Providing writers at a range of professional and academic levels with project management support and research management support.

Lead Editor on Book Collection, Learning from the Lived Experiences of Graduate Student Writers

Utah State University Press (forthcoming Jun. 2020)

Worked on a collaborative team of four co-editors. Directed full editorial process including: book proposal; draft solicitation and review; facilitating preliminary peer review and feedback; mentoring authors on manuscript development; liaising between contributing authors and press; reviewing manuscript changes; collaborating with editorial staff on production, marketing, and design.

Lead Editor on Special Issue of Praxis: A Writing Center Journal, Issue 14.1

Access and Equity in Graduate Writing Support (pub. 2016)

Worked on a collaborative team of two co-editors. Directed full editorial process including: special issue proposal; draft solicitation; identifying reviewers and managing peer review process; mentoring authors on manuscript development; liaising between contributing authors and journal general editors; collaborating with editorial staff on production and design.

Associate Editor, The Writing Center Journal

University of Oklahoma (Jun. 2014–Jun. 2015)

Served as liaison between authors, editors, and peer reviewers. Maintained records and schedule for all manuscripts in process throughout full publication life cycle from intake through peer review to publication. Created and updated style guide for journal. Copy edited all manuscripts and reviewed changes by authors. Collaborated with production staff on visual design and layout.