

MELISSA RAE SIPIN, M.F.A.

7 years of writing + editing + administrative leadership & print + website design (Adobe CS, SquareSpace/Wordpress/Drupal, etc.)

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EDUCATION

* MILLS COLLEGE | Oakland, CA

MAY 2014

English Graduate Program

Master of Fine Arts in Prose Writing (Emphasis: Fiction)

- * Community Engagement Fellow in Prose (Inaugural Prose Full-Tuition Scholarship)
- * Graduated *Summa Cum Laude* | GPA: 4.0

* UNIVERSITY OF SOUTHERN CALIFORNIA | Los Angeles, CA

DECEMBER 2010

Dornsife College of Letters, Arts and Sciences

Bachelor of Arts in English Literature (Emphasis: Creative Writing) Minor: Philosophy

- * Major GPA: 3.78 (Overall GPA: 3.4); Dean's Lists (2008–2010)
- * USC Cardinal & Gold in Community Leadership (Scholar, 2010)
- * Trojan Guild of Los Angeles (Scholar, 2008–2010)
- * Undergraduate Virginia Middleton Creative Writing Prize (Winner, 2010): USC PhD in Literature and Creative Writing School

WORK EXPERIENCE

* POETS & WRITERS INC. | Los Angeles, CA

AUGUST 2015 – PRESENT

McCrimble Foundation Readings & Workshops Fellow

- * Prepping, facilitating, and assisting with processing and review of applications for grant funding
- * Reviewing and archiving sponsor and writer reports for foundational grant applications
- * Planning monthly literary roundtables across the West Coast and performing site visits to P&W-supported events and workshops in California
- * Conducting outreach to writers and organizations via networking events, social media, and email
- * Writing and performing copy for the R&W blog
- * Coordinating the Intergenerational Workshop Exchange—a three-month workshop series between seniors and tens—and managing the celebratory and culminating reading: Connecting Cultures
- * Executing general office duties as necessary

* TAYO LITERARY MAGAZINE | Los Angeles, CA

JANUARY 2009 – PRESENT

Editor-in-Chief and Cofounder

- * Manage editorial team and delegate administrative duties of magazine, achieving new partnership with Ingram Content Group and distributing annual issue in national bookstores (annual print run: 600+ copies)
- * Interview high-profiled authors and visual artists for special issues, organizing large database of interdisciplinary artists (reviews and interviews)
- * Spearheading ongoing and new projects, such as Chapbook Series (Emerging Artists), drafting panel proposals for academic conferences, organizing annual magazine launch parties with featured artists, and partnering with local community organizations for readings, book launches, and cultural events
- * Direct production team, renovate design for print/online magazine, improve website design and management of high content on magazine's blog, reviews section, and interviews section
- * Network and plan cultivating cultural events, curate community artwork and archive artistic work, and teach creative workshops at nonprofits and regional conferences
- * Prioritize and organize annual budget for print costs, website and branding materials, marketing and public relations, social and cultural events, ongoing cultural projects, and national distribution

* **OLD DOMINION UNIVERSITY** | Norfolk, VA

AUGUST 2014 – MAY 2015

Adjunct Assistant in Professor (English Department)

- * Develop, draft, and manage syllabus for English Composition: facilitate class instruction in 110C and 211C (English Composition)
- * Interview and conduct office hours for student to improve overall student performance and curate student career goals
- * Design and compile benchmark assessments, assignments and in-class/online discussion exercises that permit measurement of performance relative to standardized learning
- * Administer evaluations of student performance based on course deliverables and course rubrics
- * Approve student reading and writing skills, critical-thinking skills, non-cognitive skills, prepare for matriculation, and perform other duties as assigned

* **MILITARY LIVING PUBLICATIONS®** | Norfolk, VA

MAY 2014 – June 2015

Assistant Editor

- * Develop new content, edit/proof articles, and update existing content database for *Military Living Publications®* website and magazine
- * Modernize and remodel design for *R&R Travel News®*, engaging our customer base and organizing the print and online layout of news and military travel articles
- * Copyedit/serve as department proofreader on ad hoc sales and marketing and/or content materials
- * Program marketing strategic plans for *R&R Travel News®* sales and events for featured *R&R* authors
- * Conduct extensive data mining and research on military travel: Space-A travel, RV Camping, Military Lodging, etc.

* **ARCADIA PUBLISHING** | Charleston, SC

MAY 2011 – MAY 2012

Production Editor

- * Copyedited and proofread according to the Chicago Manual of Style and Arcadia's house style
- * Developed electronic proofs for 5 book projects and design 5–10 book covers weekly with Adobe CS5 InDesign
- * Scanned, batched, and leveled 220 vintage images with Adobe CS5 Bridge and Photoshop daily
- * Organized and plugged book information in CRM database, using regional factors for research (+700 new titles annually)
- * Conducted extensive data mining and research on historical cities for fact-checking and narrative-building

COMMUNITY ENGAGEMENT & VOLUNTEER WORK

* **PAWA Advisory Board: Member**

Advise the Philippine American Writers & Artists, Inc. (PAWA) Board of Directors: 2014–2016

* **Prose Panelist: North Carolina Arts Council**

(Writing Fellowship: \$10,000), reviewed 116 fellowship applications and debated winning fellows: 2015

* **Creative Writing Instructor: The Muse Writers Center**

(Nonprofit), taught creative writing workshops and seminars on fiction, nonfiction, and poetry: 2014–2015

* **Community Engagement Fellow: Mills College**

(Full-Tuition Scholarship), taught community-based writing workshops in the SF Bay Area: 2012–2014

TECHNICAL AND PROFESSIONAL SKILLS

* **HIGHLY SKILLED IN GRAPHIC DESIGN and WEB DESIGN:**

Highly skilled in **Adobe Creative Suite**: Photoshop, InDesign, Dreamweaver, Illustrator, Flash, etc., and designing websites (CSS/HTML, Wordpress, Drupal, Squarespace, etc.) and online newsletters (MailChimp, Constant Contact, etc.)

* **EXCELLENT IN DATABASE PROGRAMS:**

Microsoft Office, database management system, InfusionSoft/PeopleSoft, CRM, etc.; PC and Mac platforms