

MELISSA RAE SIPIN

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www.msipin.com

SKILLS | **Nine years of experience:**
*writing + editing + grassroots
administrative leadership + print
and website design (Adobe Creative
Suite: InDesign + PhotoShop +
Illustrator + SquareSpace +
Wordpress + Drupal) + content and
submissions management & Chicago
Manual Style + social media curation*

RELEVANT EXPERIENCE

OAKLAND SCHOOL FOR THE ARTS – *Literary Arts Faculty*

2017 – 2018

- Taught four 3-unit classes per semester (eight classes per academic year)
- Facilitated discussion and workshop; develop syllabi + lesson planning for diverse set of craft, seminar, and workshop classes
- Planned and organized student readings with partnerships in the community, such as the Works-in-Progress Reading with M.F.A. students at Mills College and Oral Histories Student Reading at the Contemporary Jewish Museum
- Invited award-winning guest writers and artists for lectures, coaching in spoken word, panels, and roundtables with the students
- Mentored and counseled students, ranging from 30–50 students in the School for Literary Arts and being the lead teacher on the OSA Slam Team
- Wrote and applied for grants and honorariums for visiting artists and writers

CSU Monterey Bay – *Lecturer in Humanities & Communications Dept*

2016 – 2017

- Planned, organized, and negotiated guest writers to visit and lecture at university, such as: [Pulitzer Prize-winning Viet Thanh Nguyen to 21st Annual Social Justice Colloquium](#) (taught a master class and gave a school-wide lecture) and award-winning Ronaldo Wilson for master class and department reading
- Developed/drafted syllabi and taught the following classes: HCOM 227 (Multicultural Poetry); HCOM 330 (Intro to Creative Writing); HCOM 332 (Poetry Writing Workshop; HCOM 339S (Creative Writing & Service Learning)
- Approved student reading and writing skills, critical-thinking skills, non-cognitive skills, prepare for matriculation, and perform other duties as assigned
- Wrote and applied for grants and honorariums for visiting artists and writers

Poets & Writers, Inc. – *McCrinkle Readings & Workshops Fellow*

2014 – 2016

- Prepped, facilitated, and assisted with processing and review of applications for grant funding, participating in grant meetings, P&W staff meetings, and R&W staff meetings to further plan programming for the R&W (West) Office
- Reviewed and archived 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
- Spearheaded the inaugural Intergenerational Workshop Exchange, facilitate curriculum meeting, build partnerships with sponsoring organizations (St. Bernard High School and FASGI), oversee workshop series, plan Connecting Generations (celebratory reading), and produce documentation: www.tayoliterarymag.com/intergenerational-workshop-exchange
- Administrative duties such as reviewing sponsor and writer reports, managing and adding to the P&W Literary Calendar, answering phone calls and email messages, provide technical assistance for SmartSimple and password issues
- Created copy for the R&W Newsletter, writing multiple blog posts for the R&W Blog, and promoting literary roundtable meetings on social media

- Attended the AWP Los Angeles Conference as a representative of P&W, manning the P&W table, and networking as a P&W employee

TAYO LITERARY MAGAZINE – Editor/Cofounder

2009 – PRESENT

- Manage editorial grassroots/volunteer team and delegate administrative duties of magazine, managing partnership with Feminist Press at CUNY and establishing first debut book contest, Louise Meriwether Prize, for Women Writers of Color/Nonbinary Writers of Color
- Establish partnership with Ingram Content Group, distributing annual issue in national bookstores
- Spearhead ongoing and new projects, drafting panel proposals for academic conferences, organizing magazine launch parties, and partnering with local community organizations for 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 organizational costs

Arcadia Publishing – Production Editor

2010 – 2012

- Copyedited and proofread according to the Chicago Manual of Style and Arcadia's house style
- Developed electronic proofs for 5 book projects
- Designed 5–10 book covers weekly with InDesign
- Edited, scanned, batched, and leveled +220 vintage images with 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 subjects for fact-checking and narrative-building

EDUCATION

University of Southern California – B.A. in English Literature & Creative Writing (Minor in Philosophy)

2006 – 2010, LOS ANGELES, CA | DORNSIFE COLLEGE OF LETTERS, ARTS AND SCIENCES

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 (2010)

Mills College – M.F.A. in English & Creative Writing (Prose)

2012 – 2014, OAKLAND, CA | ENGLISH GRADUATE PROGRAM

Graduated Summa Cum Laude (GPA: 4.0) * Community Engagement Fellow in Prose (Inaugural Prose Full-Tuition Fellowship) * Ardella Mills Prize in Graduate Fiction

AWARDS

Winner, Submittable's Eliza So Finish-Your-Book Fellowship, Las Vegas, Nevada, Creative Writing Residency and Reading (2017)

Winner, McCrindle Foundation Readings & Workshops Fellowship, Poets & Writers Inc., Los Angeles Office (2015–2016)

Recipient, The MacDowell Colony Fellowship, St. Peterborough, New Hampshire, Creative Writing Residency (2017)

First Place/Winner, Glimmer Train's Fiction Open: "Walang Hiya, Brother," short story (March 2013)

Recipient, Tennessee Williams Scholar in Fiction, Sewanee Writers' Conference (July 2013)