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www.poemsfromthebattlefield.com

Objective

Position requiring strong writing skills; producing newsletters and/or assembling/editing reports; assisting in advocacy and/or policy

Skills

Business, expository and creative writing; desktop publishing; PowerPoint; small group instruction/facilitation; general online research and editing

Contract

October 2008-Present

Community Columnist and Freelance Writer

News and Messenger/PW Pulse/InsideNova.com (Media General)

- Write bi-weekly community columns for area-wide newspaper
- Write feature articles and take photographs for various pages

September 2006-Present

Assessor

Prince William County Schools, Adult Education, ESOL

- Assess entry and exit verbal English skills
- Assist in special projects such as online pilot courses, document writing, etc.

March 2002-Present

Distance Learning Instructor/Course Materials Developer

National American University, Rapid City SD

- Instruct online courses in writing
- Research and write course materials for online texts and classroom use
- Refer students to appropriate resources; provide student support

April-June 2006

Limited Term, Administrative Assistant II

Department of Human Services, Fairfax-Falls Church Community Services Board

- Processed incoming mail and payments

Experience

July 2000-
March 2002

Business Curriculum Chair/Instructor

Washington Business School (WBS), Vienna VA

- Instructed courses in technology and humanities
- Developed and enhanced Business Curriculum
- Assisted in retention activities and training; referred students to appropriate resources; provided student support
- Organized and facilitated student organizations/activities
- Provided faculty training, orientation, continuing education, and in-services
- Assisted in preparing for educational audits and reviews
- Interfaced with 36 other campuses, corporate offices, state, and federal agencies to ensure compliance and consistency in educational programming

1999-2000

Director of Education

Computer Learning Centers, Manassas VA

- Oversaw Education Department for IT post-secondary career school
- Managed 26 full-time and adjunct faculty, Assistant Director, Student Services Coordinator and Registrar
- Organized and lead Retention Committee and activities; referred students to appropriate resources; provided student support
- Provided faculty training, orientation, continuing education, and in-services
- Assisted in maintaining records and reports for accreditation
- Scheduled and ensured effective delivery of courses offered in catalog (75+ curricula)
- Interfaced with 25 other campuses, corporate offices, state, and federal agencies to ensure compliance and consistency in educational programming

1999

Dean of Student Services, Asst. Academic Dean

National American University, Colorado Springs, CO

- Coordinated and administered student services, career services, LD and ESL services
- Oversaw activities of Student Advisory Council; referred students to appropriate resources; provided student support
- Planned and organized activities, awards ceremonies, graduations, and other campus functions
- Worked with Academic Dean and Vice President to provide and maintain programs and academic standards for accreditation
- Interfaced with nine campuses to create consistency in University academic and extracurricular offerings

- Wrote proposals, basic grants, and newsletters
- Provided academic counseling and placement resources
- Hired and supervised work-study and part-time staff

Adjunct Instruction (English Composition, ESOL)

1999	National American University, Colorado Springs, English Dept.
1999	Pikes Peak Community College, Military Div., Fort Carson, CO
1997-1998	University of Massachusetts Lowell, English Department
1997-1998	Middlesex Community College Lowell, MA, English Department
1995-1998	Middlesex Community College Center for Individualized Instruction, Bedford/Lowell MA

Education

2007-Present	Continuing Education, Prince William County Public Schools, VA
1995-1997	M.Ed., English/Writing, Cambridge College, Cambridge MA
1992-1995	B.A., English Literature, University of Massachusetts Lowell
1989-1991	A.S., Liberal Studies, Middlesex Community College, Bedford MA

Publications

Poetry

2009, July	<i>Poems from the Battlefield</i> (photobook of Civil War poetry and quotations)
2008, November	<i>Catalyst Magazine</i> http://wordcatalystmagazine.com/pages811/Gotthardtprtry811.html
2008, Spring	<i>Northern Virginia Review, Northern VA Community College</i>
2003, Fall	<i>Spire Press, New York, NY</i>
2002, Summer	<i>AnotherSun</i> (http://www.anothersun.co.uk/)
2002, Summer	<i>The Write Gallery</i> (www.theWriteGallery.com)
1999	<i>Yankee Magazine</i>
1997	<i>Voices of Merrimack Valley</i>
1997	<i>Frogpond</i>
1997	<i>Sensations: An Anthology of American Poetry</i>
1995	<i>The Cape Rock</i>
1995	<i>South Coast Poetry Journal</i>
1995	<i>Riverrun</i>
1995	<i>Potpourri</i>
1995	<i>The College Arts</i>
1995	<i>Soundings East</i>
1994	<i>Haight Ashbury Literary Journal</i>
1994	<i>The Ledge</i>
1993, 1994	<i>Echoes</i>
1992, 1993	<i>The Lowell Pearl</i>
1992	<i>ELF: Eclectic Literary Forum</i>

Newsletter/Newspaper Articles

2008, October-Present	<i>Neighborhood and News Column; feature stories, News and Messenger</i>
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- 2008, July 18 *“Higher education, loans, student rights” Letter to the Editor, Potomac News*
http://www.insidenova.com/isn/news/opinion/letters_to_the_editor/article/higher_education_loans_student_rights/18526/
- 2008, June 2 *“Support the Animal Shelter Advisory Board” Letter to the Editor, Potomac News*
http://www.insidenova.com/isn/news/opinion/letters_to_the_editor/article/support_the_animal_shelter_advisory_board/16421/
- 2008, May 23 *“Did Stewart lie to us and the media?” Letter to the Editor, Potomac News*
http://www.insidenova.com/isn/news/opinion/letters_to_the_editor/article/did_stewart_lie_to_us_and_to_the_media/15866/
- 2008, April 20 *“Exploring the stories behind the numbers” Letter to the Editor, Potomac News, Sunday Edition*
http://www.insidenova.com/isn/news/opinion/letters_to_the_editor/article/exploring_the_stories_behind_the_numbers/14129/
- 2007-Present *League of Women Voters, Prince William Area Newsletter*
 2001, 2002 *The Gibbsonian, Washington Business School Newsletter*
 1999 *National News, National American University Newsletter*

Affiliations

- 2009-Present Rotary Community Corps, Member
 2008-Present NAACP, Prince William County, Member
 2008-Present Committee 100, Member
 2008-Present SALT (Social Action Linking Together), Member
 2008-Present Unity in the Community, Secretary
 2007-Present League of Women Voters, Prince William Area, 2nd VP & Newsletter Editor
 2006-Present www.luxuriouschoices.net, Owner and Administrator
 2006-Present Bull Run Unitarian Universalist Congregation, Member, Food Pantry Volunteer, Music Liason Committee Member & Writers’ Group Facilitator
- 2007 Catholics for Housing, Auction Volunteer
 2006 ACTS Food Pantry Volunteer
- 2003-Present Poetry Society of Virginia, Member
 1999 Master Facilitator, The Pacific Institute: Thought Patterns for Successful Careers
- 1990-Present Phi Theta Kappa National Honor Society

References upon request