



PROFESSIONAL SUMMARY

Results-oriented professional with six years of experience in Adult Education and English Instruction.

M.F.A. in Popular Fiction and Publishing graduate with the key talents for aligning organization strategy and objectives with established critical thinking and creative paradigms to achieve maximum operational impacts. Success-focused professional with the ability to provide in-person and online instruction with current instructional technology, passion for working with students at any developmental stage, and enthusiasm for using current teaching trends and techniques. Exceptionally dedicated professional with keen interpersonal, communication, and organizational skills.

CORE COMPETENCIES

- Teaching
- Writing
- Academic Writing
- Materials Development
- MLA, APA, & Chicago
- Relationship Management
- Editing
- MLA, APA, & Chicago
- Creative Writing
- Academic Writing
- Multitasking
- Copyediting
- Digital Marketing
- Attention to Detail
- Problem-Solving

EDUCATION AND CREDENTIALS

MASTER OF FINE ARTS (M.F.A.) IN POPULAR FICTION AND PUBLISHING, AUGUST 2021

Emerson College, Boston, Massachusetts

BACHELOR OF FINE ARTS (B.F.A.), MAY 2016

University of North Carolina at Wilmington, Wilmington, North Carolina

PROFESSIONAL EXPERIENCE

COASTAL CAROLINA COMMUNITY COLLEGE, JACKSONVILLE, NORTH CAROLINA, JANUARY 2022 TO PRESENT

ENGLISH INSTRUCTOR

- Teach English courses assigned by the Division Chair, Ashley Ess.
- Design, review, maintain, and update (as necessary) course content, learning outcomes, and syllabi.
- Design and implement activities that give students hands-on practice with concepts that are presented in the lesson and ensure that they achieve the learning outcomes
- Organize and facilitate group and one-on-one meetings with students to address writing concerns and provide feedback and support.
- Evaluate student performance and provide timely feedback and support.

COASTAL CAROLINA COMMUNITY COLLEGE, JACKSONVILLE, NORTH CAROLINA, MARCH 2021 TO PRESENT

WRITING TUTOR

- Conduct the teaching and tutoring of students on a wide range of key aspects of academic and creative writing, including format and grammar.
- Organize and facilitate one-on-one meetings with students through video to address their writing concerns and provide support.
- Perform the assessment and editing of student essays online by evaluating the instructor's guidelines, understanding the student's concerns, and examining the general format.
- Leverage extensive expertise to administer the editing of various types of essays daily, including rhetorical and literary analyses, memoirs, narratives, and more.

COASTAL CAROLINA COMMUNITY COLLEGE, JACKSONVILLE, NORTH CAROLINA, AUGUST 2016 TO MARCH 2021

ADULT HIGH SCHOOL INSTRUCTOR

- Served in an integral role by assessing and editing student essays for English and History courses.
- Spearheaded the creation, development, and publishing of documents for English and History courses, such as essay guidelines, study guides, and more.
- Furnished instruction and mentoring to students on grammar and essay structure fundamentals as part of my duties.

- Closely collaborated with students to develop an in-depth understanding of their needs and focused on meeting these needs.
- Handled the organization and coordination of classes and lessons for students to further their learning and development.

MELBEE MARKETING, WILMINGTON, NORTH CAROLINA, AUGUST 2019 TO APRIL 2020

CONTRIBUTING WRITER

- Operated with a strong focus on magnifying and increasing the company's digital presence through social media marketing.
- Led the creation and development of grammar articles for publication on the website across my operations.
- Utilized expertise with a wide range of social media platforms and digital marketing techniques to achieve success.
- Drove a significant increase in audience engagement and awareness by developing engaging content and materials.

DISCOVERY CHURCH, JACKSONVILLE, NORTH CAROLINA, OCTOBER 2017 TO FEBRUARY 2018

FREELANCE EDITOR

- Oversaw the creation, development, and editing of a style manual for the church throughout my operations.
- Carried out the examination and proofreading of copy and content to identify mistakes and grammatical errors.
- Provided detailed critiques and advice to ensure client satisfaction with an understanding of edits made.

BLACKWELL PUBLISHING, JACKSONVILLE, NORTH CAROLINA, JANUARY TO APRIL 2016

INTERN

- Charged with executing a wide variety of copyediting-related duties and functions.
- Provided in-depth assistance and support in the completion of various book design and publishing operations.
- Achieved substantial success in writing and publishing a short story collection titled *Life's Journeys* during my time in this role.

CERTIFICATES

Integrating Career Counseling and Planning

Literacy Information and Communication System, February 2020

Integrating Technology in the Adult Education Classroom

Literacy Information and Communication System, February 2020

NCCCS College and Career Readiness Core Instructor Certificate

North Carolina Community Colleges, September 2020

AWARDS & HONORS

Chateau Or'queveaux

Writer in Residence awarded 2019

Weymouth Center for the Arts & Humanities

Writer in Residence awarded 2019

PUBLICATIONS

- Scott, R. (2021, October). *The Musings of a Young Adult*. Symone Publishing. <https://www.amazon.com/Musings-Young-Adult-Poetry-Collection/dp/1709108355>
- Scott, R. (2021, September). "That Girl". Vocal.Media. <https://vocal.media/journal/that-girl-bpgzlr0cjt>
- Scott, R. (2021, February). "The Eight Parts of Speech Plus Articles". Mel Bee Academy. <https://melbeeacademy.com/the-8-parts-of-speech-plus-articles/>
- Scott, R. (2021, February). "What's a Conjunction in English Grammar". Mel Bee Academy. <https://melbeeacademy.com/whats-a-conjunction-in-english-grammar/>
- Scott, R. (2021, February). "What's an Adverb in English Grammar". Mel Bee Academy. <https://melbeeacademy.com/adverbs/>
- Scott, R. (2019). "Living with Epilepsy". Vocal.Media. <https://vocal.media/longevity/living-with-epilepsy-4x4q1o0aen>
- Scott, R. (2019). "Freedom in the Darkness". Vocal.Media. <https://vocal.media/geeks/freedom-in-the-darkness>
- Scott, R. (2016, May). *Life's Journeys: Short Story Collection by Rachelle Scott*. CreateSpacePublishing. <https://www.barnesandnoble.com/w/lifes-journeys-rachelle-scott/1123872669>

Scott, R. (2016, April). "Stolen Serenity". *A Good View of the End of the World*. The Publishing Laboratory of The University of North Carolina at Wilmington.

TECHNICAL EXPERTISE

- Social Media Marketing
- Microsoft Office Suite
- Adobe Creative Suite

ADDITIONAL INFORMATION

Languages: English, Spanish