

# JESSICA RAPISARDA

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## PROFILE

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As a writing and literature instructor, I am as enthusiastic about teaching freshmen how to communicate effectively as I am to explore rhetorical devices in content marketing campaigns or the poetic prose of a Jessmyn Ward novel. Although I have taught at the college level on and off since 2001 and earned a Master of Fine Arts in creative writing, I spent nearly two decades honing my skills as an editor, writer, and communications analyst in the corporate world. I joined Northern Virginia Community College in the spring of 2017 to dedicate myself fully to teaching. NOVA appealed to me, and continues to appeal to me, precisely because it is a community college and because of its diverse student body. In the course of any one semester at NOVA, I may instruct recent immigrants in proper MLA citation style and guide a lawyer through the creation of an online writing portfolio. My values as an educator reflect the values of NOVA: I believe that all students, no matter their backgrounds or future plans, can and should receive an education that is thorough, functional, and thought-provoking.

## EDUCATION

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<b>MFA</b>	Hollins University Creative Writing, Poetry Concentration Thesis: <i>Unlikely Artifacts of Passion</i> Advisor: Eric Trethewey	May 2005
<b>BA</b>	Notre Dame of Maryland University English Major, Writing Concentration Art History Minor	May 1998

## TEACHING EXPERIENCE

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For all of the courses listed below, I designed and/or redesigned syllabi to meet the school's stated learning objectives and to meet the needs of each class's particular population of students. Student-led learning, peer review workshops, and student-teacher conferences are built into every course. Reading is a critical component of every class, and I update the reading material each year with new essays, articles, stories, and poems that reflect the diversity of my students and current world events. As a former editor, I stress the rules of grammar and mechanics in my classroom, but I believe such skills are best mastered through a regular writing practice, rather than through one-off exercises that do not place those skills within the context of composition.

**Northern Virginia Community College** Spring 2017 to present  
**Manassas and Annandale Campuses**

**Adjunct Professor**

- Courses taught:
  - ENG 111, a course that introduces the fundamental concepts of academic composition, such as organization, tone, and research techniques
  - ENG 111/ ENF 3, like ENG 111, this course introduces the fundamental concepts of academic composition while also reinforcing more basic skills, such as reading comprehension, grammar, and the use of academic vocabulary
  - ENG 298, an independent study in the creation of writing portfolios and the capstone course in the Professional Writing Program. Incorporates composition, editing, and website creation and design
- *The Northern Virginia Review* board member and poetry editor
- Mentee participant in the Annandale Adjunct Mentor Program
- By January of 2019, will have attended four professional development conferences and presented at two conferences (see the “Presentations” section below)
- Member of the Annandale Writers’ Circle writing and critique group

**University of Maryland, College Park** Fall 2006

**Teaching Assistant**

- Taught ENG 101 (sections 1103 and 1213), a course in rhetoric and expository writing based on the Aristotelian argument structure

**Notre Dame of Maryland University** Summer 2006

**Adjunct Professor**

- Taught ENG 205 (cohort 133), a course that combines the study of short fiction and the practice of expository writing for nurses who have earned their RN, but who are still working toward their bachelor’s degree

**Hollins University** Fall 2004 to Spring 2005

**Teaching Fellow**

- Taught ENG 141, a course in creative writing that introduces students to the fundamental concepts and techniques of both fiction and poetry

**Notre Dame of Maryland University** Spring 2001

**Adjunct Instructor**

- Taught ENG 101E, a course in expository writing for English-as-second-language (ESL) college students

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**PRESENTATIONS**

**“Write Now: Fostering Your Creativity Outside of the Classroom”**

With Lisa Leibow and Daniel Jenkins, Power up Your Pedagogy (PUP) Conference, NOVA Annandale, scheduled January 2019

- Finding the time to foster creativity and build a creative community can be a challenge while lesson planning, grading, and mentoring students. In this presentation, adjunct writing faculty read from their own works of fiction, nonfiction, and poetry, and they

share advice about how to stay engaged in creative pursuits, where to find resources for writers, and how those personal creative pursuits can enhance the classroom experience.

### **“Beyond the Portfolio: Using Student-Created Websites to Benefit Learners”**

Adjunct Faculty Professional Development Conference, NOVA Annandale, September 2017

- This presentation encourages faculty across curricula to assign the creation and regular use of student websites. Such websites can be used as online learning tools, portfolios, resumes, and virtual business cards. Student websites expand learning opportunities across all field, and they also provide universities and employers with concrete evidence of the experience and expertise of NOVA students.

### **PROFESSIONAL TRAINING AND SKILLS**

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- Certified in hybrid teaching through NOVA Technology Center
- Certified in Blackboard basics through NOVA Technology Center
- Completed Shipley’s “Writing for Federal Proposals” course
- Certified in Leadership for Results: Interpersonal Skills for Managers through the AchieveGlobal Leadership Series
- Knowledge of MLA, Chicago, AP, CBE, and client-specific writing style
- Knowledge of Microsoft Office Suite of programs, SharePoint, Visio, PhotoShop, basic HTML, and basic web design

### **HONORS AND AWARDS**

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- *The Northern Virginia Review Poetry Prize*
- Hollins University Fine Arts Fellowship
- Hollins University Fine Arts Grant
- Gertrude Clayton Poetry Prize from the Academy of American Poets (Runner-up)
- Member of Kappa Gamma Pi Honor Society
- Member of Delta Epsilon Sigma Graduate Honor Society
- Member of Sigma Tau Delta, International English Honor Society
  - College Chapter President
- Notre Dame of Maryland English Department Award
- Baginski English Achievement Award
- Notre Dame Academic Achievement Award Nominee
- Peggy Popick Miles Writing Award

### **SELECTED PUBLICATIONS**

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#### *Essays and Reviews*

Rapisarda, Jessica. “I Was Dreaming When I Wrote This: Depending on Painkillers.” *The Establishment*, Medium, 6 July 2016, [medium.com/the-establishment/depending-on-painkillers-doesnt-make-me-an-addict-b278a2fc8a85](http://medium.com/the-establishment/depending-on-painkillers-doesnt-make-me-an-addict-b278a2fc8a85).

Rapisarda, Jessica. "What the Memory of My Mother Taught Me About Motherhood." *Scary Mommy*, 21 Aug. 2015, [www.scarymommy.com/what-the-memory-of-my-mother-taught-me-about-motherhood/](http://www.scarymommy.com/what-the-memory-of-my-mother-taught-me-about-motherhood/).

Rapisarda, Jessica. "How the Open Road Heals Me." *Elephant Journal*, 14 Oct. 2014, [www.elephantjournal.com/2014/10/how-the-open-road-heals-me/](http://www.elephantjournal.com/2014/10/how-the-open-road-heals-me/).

Rapisarda, Jessica. "The Woman Formerly Known As." *HuffPost*, 2 Oct. 2014, [www.huffpost.com/entry/the-woman-formerly-known-as\\_b\\_5908888](http://www.huffpost.com/entry/the-woman-formerly-known-as_b_5908888).

Rapisarda, Jessica. Rev. of "Afternoon in the Country of Summer: New and Selected Poems," by Charles Semones, *The Hollins Critic*, vol. 42, no. 2, Hollins University, Apr. 2005, pp. 17-18.

### **Poetry**

Rapisarda, Jessica. "Odalisque." *The Northern Virginia Review*, Northern Virginia Community College, Spring 2018, pp. 18-19.

Rapisarda, Jessica. "The Point about My Mother." *The Northern Virginia Review*, Northern Virginia Community College, Spring 2018, p. 20.

Rapisarda, Jessica. "Golden Rule." *jubilat*, no. 30.5, University of Massachusetts Amherst, 2016, p. 136.

Rapisarda, Jessica, "Anatomy for Medical Students," The Good Men Project, 4 June 2015, <https://goodmenproject.com/featured-content/anatomy-for-medical-students-jrmk/>.

### **Humor**

Rapisarda, Jessica. "Hosting a Play Group (or Running a Fight Club) in 10 Easy Steps." *Scary Mommy*, 21 Aug. 2015, [www.scarymommy.com/hosting-play-group-running-fight-club-10-easy-steps/](http://www.scarymommy.com/hosting-play-group-running-fight-club-10-easy-steps/).

Rapisarda, Jessica. "What Is a 'Real Woman's Body'?" *HuffPost*, 26 Apr. 2015, [www.huffingtonpost.com/entry/what-is-a-real-womans-body\\_b\\_6715836.html](http://www.huffingtonpost.com/entry/what-is-a-real-womans-body_b_6715836.html).

Rapisarda, Jessica. "Jessica Rapisarda Reading 'Ground Control to Major Mom.'" *YouTube, Listen to Your Mother*, 9 July 2014, [www.youtube.com/watch?v=WQnDX54EzMM](http://www.youtube.com/watch?v=WQnDX54EzMM).

## **WRITING AND EDITING EXPERIENCE**

## **Technical Writer/Editor**

## **August 2016 – December 2016**

Enterprise Support Operations Center (ESOC) Program, CSRA

- Develop, write, and edit organization-wide plans, standard operating procedures, and work instructions, most of which focus on information technology (IT) service delivery on a Department of Defense contract
  - Collaborate with subject matter experts at globally dispersed locations to compose documents under tight deadlines
  - Create, disseminate, and analyze the effectiveness of strategic communications, including weekly “Messages from the Program Manager,” wiki entries for new employees, training presentations for end users, etc.
  - Provide technical writing and editing training to Knowledge Management team members

## **Technical Writer/Editor/Team Lead**

**September 2008 – August 2016**

Eagle Alliance

- Developed, wrote, and edited processes, procedures, work instructions, technical manuals, proposals, life-cycle documents, reports, presentations, and company-wide communications, most of which focused on IT and information systems security at a company serving the intelligence community (IC)
  - Collaborated with subject matter experts to compose and revise documents
  - Ensured documents and presentations met the company's and the IC's security/classification standards
  - Created document and briefing templates for company-wide use
  - Provided support during yearly ISO and corporate audits of company documents
  - As team lead, managed the workflow of a team of technical writers/editors and document repository administrators
  - **Highlights:**
    - Maintained 100% compliance with all contractual deadlines
    - Received New Employee of the Year (Business Unit) Presidential Award
    - Received Award of Excellence for contributions to a successful ISO 27K certification
    - Received numerous Eagle Alliance Spot Awards for preparation of multi-million and multi-billion dollar proposals, high-level client briefings, and company-wide audits
    - Completed the yearlong Eagle Alliance Mentoring Program

## **Freelance Writer/Copywriter/Editor**

June 2004 – Present

Various

- Writes essays that have been published on websites such as *The Establishment*, *Elephant Journal*, *The Huffington Post*, *The Good Men Project*, *Scary Mommy*, and more
  - Wrote advertisements for the LivingSocial online marketplace
    - Assigned to diverse markets in the United States
    - Researched each product and its intended market
    - Completed writing assignments in 24 hours or less
  - Wrote commercial scripts for Aloe Design Studios

- Collaborated with graphic artists and an Environmental Protection Agency (EPA) art director to write a series of animated EPA videos

**Senior Journal Production Manager/Editor  
*Proceedings of the National Academy of Science* (PNAS)  
Cadmus Professional Communications**

- Managed the production of a weekly, international journal and its staff of 25 editors
  - Acted as the primary point of contact for the company's largest client
  - Ensured that the journal adhered both to style and to the publication schedule
  - Created daily/weekly customer reports
  - Edited manuscripts designated as "rush," "high-press interest," and "special feature"
  - Confirmed that manuscripts were complete, correct, and ready for press
  - Performed daily research of nomenclature, style, and accuracy of scientific terms
  - Acted as primary point of contact for authors
  - Acted as departmental liaison for independent contractor editors
  - Trained new independent contractors and quality checked their manuscripts
  - Transitioned the editorial department to an electronic workflow

**Writer/Editor** August 2006 – January 2007  
**Center for Renaissance and Baroque Studies at the University of Maryland**

- Wrote and edited press releases sent to the 40,000-person university community
  - Designed the layout for and edited the CRBS annual report and board meeting proceedings
  - Organized and designed publicity for the CRBS Early Modern Women Symposium

**Supervising Editor/Writer/Curriculum Developer      May 2000 – July 2003**  
**Watermark Press**

- Edited more than 20 published books
  - Created new book layout on a weekly basis
  - Trained editors in proper editing and book layout techniques
  - Researched and wrote textbook for distance-learning course in verse-writing techniques
  - Provided instructional support for the more than 5,000 students who participated in the verse-writing course
  - Researched and wrote material for editor's notes and for *Poet's Corner* magazine
  - Coordinated editorial department meetings
  - Acted as company liaison and moderator at conventions