

# RACHEL WOLFORD

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Two-fold objective: 1) To obtain a part-time lecturer position in English composition, business communication, technical communication, or literature; and 2) to obtain a technical writing position that meets an employer's needs and helps develop my skills for the profession.

## ***Education***

### **Iowa State University, Ames, IA ▪ Aug. 2006 - Present**

Second year PhD student in Rhetoric and Professional Communication (RPC). 2010 target graduation date.

### **Iowa State University, Ames, IA ▪ 1994**

**M.A.** in English

### **Cedarville University, Cedarville, OH ▪ 1992**

**B.A.** in English; Area of Concentration: Secondary Education

## ***Writing and Teaching Experience***

### **Technical writer and editor for Center for Transportation and Research Education (CTRE), Ames, IA ▪ Dec. 2007 – Present**

Write and edit a wide variety of technical and public service documents related to road construction, repairs, and related research endeavors for a prominent engineering research arm of Iowa State University.

### **Teaching Assistant for Iowa State University, Ames, IA ▪ Aug. 2006 – Present**

- Fall 2007: Taught two sections of English 302.
- Summer 2007: Taught one section of English 302, Business Communication.
- Fall 2006 – Spring 2007: Taught four sections of English 104 and 105, First-Year Composition

### **Publications Developer for ISUComm, Ames, IA ▪ May 2007 – Present**

Develop public relations documents using InDesign, Photoshop, Illustrator, and related software. Coordinate with ISU Print Services to produce these documents as public relations tools for ISUComm, a university-funded extension of the English department.

### **Lecturer at Des Moines Area Community College (DMACC), Ames, IA ▪ Aug. 2006 – Present**

Teach a section of English 105, Composition I, in a computer lab, using ISUComm's principles of written, oral, visual, and electronic (WOVE) communication to maximize students' rhetorical skills in numerous contexts.

## ***Writing and Teaching Experience, continued***

**Lecturer at Hamilton College**, Urbandale, IA ▪ March 2006 – Aug. 2006

Taught five sections of Composition I and II in a writing lab, primarily to working adults.

**Lecturer at the English Language Institute, University of South Florida**, Tampa, FL

▪ August 2005 – Jan. 2006

Taught four academic English courses in grammar and writing to various levels of international students.

**Lecturer at DeVry University**, Orlando and Tampa, FL ▪ April 2005 – Dec. 2005

Taught courses with an online component, including Professional Writing, Technical Writing, Composition, Developmental Reading and Writing, and Speech.

**English Teacher at Blue Lake Academy**, Eustis, FL ▪ Aug. 2004 – July 2005

Taught English composition, grammar, speech, and literature to seventh through eleventh graders, using a college-preparation curriculum.

**Lecturer at Grand View College**, Des Moines, IA ▪ Aug. 2003 – Dec. 2003

Taught a required business composition course required for upper class business majors.

**Education/Training Developer for TWG**, Des Moines, IA ▪ 1996 – 2003

Worked with managers to develop a training program and assisted in designing and editing marketing materials for a real estate investment company.

**Property Management Assistant for Lexon Realty Services**, Denver, CO ▪ 1996

Wrote training manuals for the Property Manager position; developed marketing materials for prospective tenants and commercial property buyers.

**Technical Writer for LBA Consulting Group**, Denver, CO ▪ 1995-96

Wrote and edited federal grant proposals for hospital cardiac and orthopedic programs nationwide competing to receive federal funds.

## ***Conference Presentations***

**“Why Should I Tell Them What I Know?” Or, Knowledge Management From a Humanity Perspective**

ATTW Convention, New Orleans, LA

April 2008

**Too Much Information? Finding a Productive Place for Social Networks in the Composition Classroom**

Panel presentation with Scott Graham and Quinn Warnick

Great Plains Alliance for Computers and Writing Conference, Minnesota State University,  
November 2006