

BAILEY GILLESPIE

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Experienced professional looking to contribute creative and administrative skills to a company doing beautiful work in the world. I hope to partner in developing meaningful connections with those you serve. Although you may not have any immediate openings, I would love to discuss any potential opportunities.

Core Skills

Creative/Technical Writing • Office Administration • Event Planning • Line/Copy Editing • Personnel Management • Social Media Marketing • Proficiency in Microsoft Office Suite, Google Apps, WordPress, Attend, Eventbrite • Scheduling Software Management • Curricular Development • Classroom Instruction

Professional Experience

Director of Academic Engagement & Writing Center Director

June 2017 – Present

William Jessup University / Learning Commons

Rocklin, CA

- Develop and implement student success services, programs, and initiatives geared toward student engagement and retention.
- Direct the Writing Center and manage team of undergraduate writing tutors and graduate-level supplemental instruction staff, including hiring, onboarding, and ongoing training.
- Expanded the Writing Center's faculty partnerships by 35% since 2017.
- Build and manage Student One Stop academic guides, designing an on-demand Tutor Directory.
- Coordinate multiple schedules, including front desk, Writing Center, Math Lab, on demand tutoring, SI staff, Global Student Study Hall, and test proctoring.
- Supervise 35 student workers and host Student Worker Orientations each spring and fall.
- Manage registration process and oversee instruction for Writing and Math Boot Camp.
- Partner with the Office of the Provost to coordinate Celebration Chapel and commencement awards.
- Provide writing support for traditional, graduate-level, online, and Adult Degree Completion students.

Project Coordinator

August 2016 – June 2017

William Jessup University / Learning Commons

Rocklin, CA

- Wrote and edited copy for websites, student portals, social media, presentations, and trainings.
- Increased student knowledge of writing techniques and style guide formatting through workshops.
- Interviewed, trained, and provided continuing education for student tutors and staff.
- Coordinated special projects between multiple departments.
- Partnered with Writing Center Director to provide writing tutoring for students in all disciplines.
- Reviewed copy and made recommended changes using MLA and APA guidelines.

Resources Coordinator

April 2014 – September 2015

William Jessup University / Library & Learning Commons

Rocklin, CA

- Partnered with Writing Center Director to provide tutoring, staff training, and workshops.
- Managed the hiring and training of 25 student workers, tutors, and academic mentors.
- Managed complex online scheduling systems for tutoring appointments and staff schedules.
- Provided front desk assistance in the Library and Learning Commons; oversaw budget tracking.
- Developed and executed a summer Writing Boot Camp.

Internships

Promotions Intern

July 2016 – December 2016

The Gray Havens

Managed social media promotion for a music artist's fall tour, "Ghost of a King." Wrote copy for email templates and communicated with event venue directors.

Poetry Editor

Fall 2012

William Jessup University, English Department

Served as poetry editor for WJU's literary journal, *Metonym*. Collaborated with editorial staff, read poetry, fiction, and creative nonfiction submissions, and secured interviews with poets and artists.

Presentations Given

"My Story of Mental Health"

Spring 2018

Horizon Community Church

Roseville, CA

Shared personal testimony at a local church's workshop: "A Hopeful Approach to Mental Health."

"Authorizing Tutors through Embedded Experiences and Collaborative Partnerships"

April 2015

Fresno State University

Fresno, CA

Presented workshop at Northern California Writing Center Association's annual conference.

Events Coordinated

"Fall Feast and Showcase"

September 2018

Organized and co-hosted a formal dinner and talent show for 100 local church members to encourage community building and a celebration of the arts.

Horizon Community Church

Roseville, CA

"Story Time in the Library"

December 2014, 2016, 2017, 2018

Collaborated with librarians to host annual faculty-led Christmas story reading event during finals week to promote relaxation and a sense of home for students.

William Jessup University

Rocklin, CA

"Horizon Tree Lighting & Christmas Concert"

December 2015, 2016, 2017, 2018

Organized annual tree lighting event, collaborating with various teams and providing musical entertainment with an instrumental trio, worship band, and other vocalists.

Horizon Community Church

Roseville, CA

Courses Taught

Topics in Professional Writing: Editing and Publishing

Spring 2018

William Jessup University

Rocklin, CA

Developed and instructed a traditional undergraduate course focusing on the craft and business of book editing and publishing. This course prepares students to navigate the publishing industry by sharpening their writing and revision skills through developmental editing, copyediting, line editing, and proofreading.

Writing Boot Camp Summer 2015, 2016, 2017
William Jessup University Online & Rocklin, CA
Developed and instructed a three-week, hybrid composition course for incoming freshmen, resulting in 95 percent of students successfully challenging their English placement.

Travel Writing Spring 2016
Sierra College Rocklin, CA
Developed and instructed a five-week course for Sierra College's community education program.

Conferences/Retreats Attended

Hutchmoot 2014, 2016, 2018
The Rabbit Room's annual conference on the intersection of faith and the arts. Nashville, TN

The Rabbit Room Retreat February 2014
The Rabbit Room's first annual retreat at Laity Lodge. Leakey, TX

Intersections Spring 2015
A faith and arts conference hosted by the William Jessup University arts department. Rocklin, CA

Northern California Writing Center Association Conference April 2015
Fresno State University Fresno, CA

Publication Credits

"Faithful 'Til the Finish Line," Foundling House. October 2018
"Friendship and the Courage to Let Go," Voice of Courage. May 2017
"Why It's Okay Not to Feel Well as a Christian," Real Hope Rising. April 2017
"Ghost of a King Tour," The Rabbit Room. August 2016
"Meet the Gray Havens" – The Rabbit Room. October 2015
"Interview with Eric Peters" – The Rabbit Room. September 2015
Addison's Walk: An English Major's Travel Journal, Amazon CreateSpace. Spring 2015
"Interview with Andrew Peterson." *Metonym*. Spring 2013
"Interview with Micah Bournes." *Metonym*. Spring 2013

Education

Master of Arts, Professional Writing August 2017
New England College Henniker, NH

Bachelor of Arts, English May 2013
William Jessup University Rocklin, CA

Massage Therapy Certification Spring 2008
Healing Arts Institute Citrus Heights, CA