


# REBECCA WOOD

COMMUNICATIONS  
MANAGER

 UPON REQUEST

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 Phoenix, AZ 85382

## EDUCATION

### UNIVERSITY OF ALASKA Fairbanks, AK

Master of Fine Arts in Fiction  
2018 - 2021

### ARIZONA STATE UNIVERSITY Tempe, AZ

Bachelor of Arts in English,  
Minor in Art History  
2012 - 2016

## SKILLS

Microsoft Office

Adobe Creative Suite

Email Management

Social Media

Web Design

Photoshop & Flash

Writing & Copy Editing

Project Management

## PROFILE

Reliable and highly motivated individual interested in applying my transferable knowledge and skills to . I have always had a passion for civic engagement, fulfilling programmatic needs, and above all writing, cementing my desire to pursue a career where I feel as though my work creates a positive impact.

## WORK EXPERIENCE

### SHIFT LEAD, SERVER

Black Spruce Brewing Company / 2019-2021

- Active member in establishing brewery brand when asked to design product labels and promoting the brewery while on and off shift by maintaining good working relations with other businesses and community members. See portfolio for label designs, will share at your request.
  - Maintain up to date knowledge on current, rotating tap list of 12+ beers and ciders to better direct customers based on taste profiles—additionally maintain working knowledge of variety of styles of beers, on menu and not, as well as other community-based alcohol retailers.
  - Key holder on shift responsible for opening and closing the business, point person for food truck vendors, counting down the cash register, calculating and giving out tips, fulfilling account orders, and mitigating any customer service issues.

### TEACHING ASSISTANT

University of Alaska, Fairbanks / 2018 - 2021

- Fiction Editor of literary magazine, *Permafrost*, overseeing contracts with authors and artists, designing print and web-based publications, copy editing, and planning/hosting launch events. See portfolio for links to digital/print designs and communications, will share at your request.
- Taught WRTG 111, 213, 214 (introductory writing courses) in both in-person and online classes. Including
  - Developed visual and written learning strategies, while meeting the academic needs of all students (visual/hearing impaired, autistic, English language learners, etc...).
  - Motivated students to actively participate in all aspects of the educational process, including discussions, demonstrations, outside assignments, research, and enrichment activities.
  - Participated in instructional courses and department meetings for development, implementation, and evaluation of writing program curriculum and program policies.
- In addition to teaching a WRTG course each semester, completed 5 hours weekly in the university writing center, providing one-on-one tutoring sessions to students, faculty/staff, and community members.

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## COMMUNICATIONS MANAGER

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### EXPERTISE

Community Engagement

Strategic Planning

Client Management

Social Perceptiveness

Program Development

Organizational Skills

Needs Assessment

Fundraising Campaigns

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### AWARDS

#### HONORABLE MENTION

AWP Intro Journal Awards / 2021

#### NOMINATION

AWP Intro Journal Awards / 2019

#### SCHOLARSHIP

Regents High Honors Tuition  
Scholarship / 2012-16

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### INTERESTS

Arts & Literature

Bicycling & Running

Reading & Writing

Volunteering & Education

## EXPERIENCE CONTINUED

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### FAMILY RESOURCE COORDINATOR

AmeriCorps VISTA with Prescott Unified / 2017 – 2018

- Coordinated the Family Resource Center (FRC) and PUSD Indian Education Program (Title VII) that support underserved and low-income families in Prescott Unified School District, including social media and branding campaign. See portfolio for links to digital/print designs and communications, will share at your request.
  - Established and maintained community partnerships to help meet FRC needs, including an annual fundraiser that brought in roughly \$16,000 in the first year for PUSD and partner organization.
  - Established Native Family Night's at the FRC, a program to provide culturally relevant/significant learning opportunities for Native students and families such as guest speakers, moccasin and ribbon shirt making, variety of 2/3-D art lessons from Native artists, movie nights, etc.
  - Digitized data for the program to meet grant compliance and provided success metrics for the FRC and PUSD Indian Education Program to continue to refine or develop programming to meet students' needs.
  - Planned first annual PUSD Indian Education Year-End Celebration, partnering with local college to host event and raise awareness of educational opportunities.
  - Presented at District Board meeting about the three-year VISTA FRC program outcomes and sustainability plan.

### EVENT ASSISTANT DEPARTMENT SUPERVISOR

Arizona State Memorial Union / 2013 - 2016

- Scheduled and operated over 20 meeting spaces equipped with audio/visual conferencing technology, catering, and variable setups (theater, conference, dining), including two 1000 person ballrooms.
  - Managed time constraints and unpredictable schedules with an adaptable methodology that could re-prioritize and delegate tasks to achieve maximum efficiency.
  - Always sought new information and kept up to date with current requirements and innovation within the event field, while acting as liaison with event services, Department of Public Safety, outside vendors, and food and beverage.
  - Established budgetary and logistical needs in support of event staff of up to 50 employees and a multi-million-dollar building, including pay raises for student staff.
  - Coordinated and oversaw training program for the Event Assistant Department staff to meet and exceed directives, including interdepartmental shadow training to open channels of communication.
  - Projected an innovative outlook that encouraged free-thinking to challenge conventional barriers in problem-solving while generating interesting ideas.

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## VOLUNTEERISM

### Arizona Serve Day of Service

Family Resource Center  
Prescott, AZ

### Arizona Serve MLK Day of Service

Tucson Unified School District  
Tucson, AZ

### Arizona Serve Day of Service

YMCA  
Prescott, AZ

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## COURSE WORK

Forms of Fiction & Nonfiction

Theory, Criticism, & Methods

Writer's Workshop

Documenting Community

Technical Writing

Journalism Grammar

Online Media

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## PORTFOLIO

Shared upon request.  
Includes written works,  
original artwork, examples of  
print & web design, and  
branding campaign materials.

## INTERNSHIPS

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### TEACHING INTERN

Arizona State University PEN Project / 2016

- Designed and led workshop courses in state prison with current inmates to improve essay/creative writing skills.
- Transcribed, reviewed, and provided feedback on the creative work of inmates while also providing them with educational resources collected from outside sources.

### EDITORIAL INTERN

Hayden's Ferry Review, Arizona State / 2015

- Reviewed submissions for publications, while also balancing other assigned tasks including interviews, layout design, and planning the launch party of newest issue.
  - Designed invitation for launch party, including original artwork. Also sourced venue and oversaw guest list.
  - Interviewed forthcoming authors for publication online.

### EMBEDDED INTERN

South Mountain Community College / 2015

- Work closely with writing class on assignments and general improvements of writing skills, while assisting with walk in tutoring in the writing center twice a week.

## ADDITIONAL EXPERIENCE

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### PUBLICATIONS

- Forthcoming with *The Blood Pudding*, "How Very..." flash fiction
- Published in *Marooned Undergraduate Review*, "Equal/Opposite Reaction" short story

### COMMISSIONS

- Artwork for collaboration beer release Salamanders & Magic
- Artwork for collaboration beer release Cup Floweth Over
- Logo and profile for band Dumile

## REFERENCES

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