
CASSIOPEIA FLETCHER



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OBJECTIVE

To contribute to the expansion of the Creative Writing field as an author, educator, or editor

SKILLS

Academic Publications
Academic Teaching
APA and MLA Proficient
Copyediting
Editing/Writing Technical and Creative Documents
Event Coordination
Filing and Data Entry
Financial Aid Coordination
Instructional Design
Interpersonal Relations
Microsoft Word, PowerPoint, Excel Proficient
Office Management and Personnel Coordination
Proofreading
Public Relations and Reception

EDUCATION

MA MASS COMMUNICATIONS – 2021

Brigham Young University
4.0 GPA, Communications Scholarship

MFA CREATIVE WRITING 2015

Creighton University
4.0 GPA, Presidential English Fellowship

BA ENGLISH LITERATURE 2012

Southern Virginia University
3.3 GPA, Provost's List

DISTINCTIONS

PHI KAPPA PHI HONOR SOCIETY

Brigham Young University Chapter
Initiated 2021

PUBLICATION RECORD

WORLD OF ASHES

With River's MIA status threatening international stability, New Texas Secretary of State Aiden Stone joins the military envoy in Seattle to make his way to Athens on a diplomatic outreach mission. Unfortunately, River's village isn't the only settlement remaining in the area: Whidbey Island is still around, and they don't take kindly to trespassers.

Under Contract – Aethon Books
May 2021

WORLD ON FIRE

Zac Stone and his family survived the apocalypse eight years ago but were stranded on Oahu when the military pulled out. Now, the military is back, but they aren't on a rescue mission: they've come to finish the job.

Published – Aethon Books
April 2021

THE WORLD OVER

Eight years into the apocalypse, River Kingston is still searching for her missing husband. But when her latest mission goes awry, she finds herself neck-deep in a decade-long conspiracy that could cost her everything.

Qualitative Research
Quantitative Research
Record Keeping
Student Services

Published – Aethon Books

March 2021

EMRYS

Seven years ago, Alexa came back from the dead with a friend, and he's been with her ever since. But after meeting a little girl with supernatural powers, Alexa learns that she's not crazy; she's haunted. Sort of.

Honorable Mention – Writers of the Future

Third Quarter 2019

DESTINY'S COVE

Sorrel Quinn doesn't believe in ghosts, and she's not above spending the night in a supposedly haunted cove during the full moon to prove it. But after falling from the cliff on her way to the down beach, Sorrel wakes up to learn she was wrong: there is a ghost, and he just saved her life.

Honorable Mention – Writers of the Future

Fourth Quarter 2017

ON THE HOMEFRONT RADIO SPOTS

Promotional segments for a weekly radio show broadcast on Saturdays from 12-1pm in Omaha, NE. Segments ran regularly throughout the week and ranged in content from topical PSA outreach to historical facts to Upcoming Show Teasers.

The Answer Omaha - Salem Broadcasting Station

2016-2018

PROFESSIONAL EXPERIENCE

ASSISTANT TO THE PRESIDENT – MOMS FOR AMERICA

June 2021 - Present

- Travel coordinator and assistant for multiple trips to Washington DC, Nashville, Texas, Florida, and other destinations
- Assist with event coordination and execution for national and local events including celebrity speakers, live bands and musicians, and food and merchandise vendors
- Conference coordinator for Making of America seminar
- Media Correspondence and Press Coordination
- Editing and polishing various works, including online articles, press releases, educational materials, and the non-fiction book *Women: America's Last Great Hope*.
- Composed of over a dozen 60-Second commercial sound bites for On The Homefront Radio Show and several historical spotlights of 500 words or less.

ADJUNCT INSTRUCTOR: ENGLISH – IOWA WESTERN CC

08/2018 – Present

- Classroom and Online instruction and curriculum development regarding topics related to Composition 1 & II

- Grammar and structure basics, tone, voice, organization, and delivery using in-class work.
- Helped students construct arguments using logos, pathos, and ethos to create strong analytical and argumentative essays
- Taught MLA and APA style for academic papers

RA: DR. MILES ROMNEY – BYU: MASS COMMUNICATIONS

09/2020 – 01/2021

- Research literature for academic publications
- Wrote up literature reviews and annotated bibliographies
- Contributed research direction: teaching through narratives
- Reviewed and condensed academic papers for conference and publication purposes

RA: DR. MARK CALLISTER – BYU: MASS COMMUNICATIONS

09/2019 – 01/2021

- Research literature for academic publications
- Assisted coordinating graduate and undergraduate research assistants including compiling and condensing group research to form a cohesive research paper
- Primary author on two literature reviews for Academic Conference papers
- Ran quantitative statistics using SPSS software
- Accumulated, assimilated, and interpreted quantitative research test results

RA: DR. BRIAN SMITH – BYU: MASS COMMUNICATIONS

09/2019 – 04/2020

- Researched literature for academic publications
- Wrote up annotated bibliographies and organized research content
- Conducted primary interviews for qualitative research on social media usage amongst all ages and genders

CAMPUS DESK EDITOR – THE DAILY UNIVERSE

09/2019 – 12/2019

- Developed and assigned beats and stories for field reporters
- Reviewed and copyedited articles for publication
- Managed student grade and progress reporters
- Wrote articles and editorials for publication

WRITING CONSULTANT – BELLEVUE UNIVERSITY

05/2017 – 07/2019

- One-on-one tutoring in English for business, science, and marketing majors
- Helped clients are face-to-face, over video chat, and online by reviewing uploaded documents
- Reviewed white papers, academic publications, literature

- reviews, capstone papers, blog posts, and short stories
- Participated in selection committee for Literature Magazine

RECORD SPECIALIST – METROPOLITAN COMMUNITY COLLEGE

05/2016 – 03/2017

- Maintained, edited, and polished college graduation webpage and literature pertaining to graduation, including graduation guide, reminder post cards, and program
- Edited and composed internal and external emails and other correspondence including letters to students, subpoena documentation, and position manual
- Committee head for academic pardons and reviews
- Head of Graduation Committee

FINANCIAL AID SPECIALIST – WRIGHT CAREER COLLEGE

09/2015 – 03-2016

- Maintained, edited, and polished literature pertaining to financial aid office, including information guides and announcement posters
- Edited and composed internal and external emails and other correspondence, including letters to students, staff, faculty, and upper management
- Worked with students one-on-one to manage financial aid status for entering and continuing students

GRADUATE ASSISTANT – CREIGHTON UNIVERSITY

09/2013 – 07/2015

- Assisted with instructional design for various pharmacy, OT, and PT courses and academic exams
- Edited and polished Office of eLearning and Academic Technologies (OLAT) webpage and literature pertaining to Schools of Pharmacy, Occupational Therapy, and Physical Therapy, including information guides and announcement posters
- Helped edit and compose both internal and external emails and other correspondence including letters to students, staff, faculty, and upper management
- Created database to manage student call records and request forms
- Answered phones and scheduled repair appointments for students
- Helped organize and execute office and school wide events
- Prepped computers and literature for new student orientation

CONTRIBUTING EDITOR – SOUTHERN VIRGINIA UNIVERSITY

08/2010 – 05/2012

- Conducted interviews and gathered necessary facts for news articles

- Edited and composed news stories and articles, including an investigative piece, written in 2009, about the war in Iraq

VOLUNTEER EXPERIENCE

CREATIVE WRITING INSTRUCTOR

08/2018 – 09/2018

- Taught the fundamentals of Creative Nonfiction to residents at Hillcrest Retirement Center, including description (both physical and emotional), narrative structure, and relevancy vs. redundancy

CREATIVE WRITING INSTRUCTOR

09/2017 – 10/2017

- Taught the fundamentals of Creative Writing to residents at Hillcrest Retirement Center, including Character, World, and Plot workshops
- Lead discussion of Orson Scott Card's MICE quotient, and individual classes about constructing and structuring Beginnings, Middles, and Ends

WRITER'S GROUP FACILITATOR – SUMP MEMORIAL LIBRARY

05/2017 – 08/2017

- Hosted and directed a community group for amateur writers, including descriptive vs proscriptive workshopping, brainstorming, and craft discussion such as world building, character construction, clarity of writing, real vs unreal dialogue, plot development, pacing, and consistency of voice.

ASSISTANT TO THE PRESIDENT – MOMS FOR AMERICA

2010 – May 2021

- Travel coordinator and assistant for multiple trips to Washington DC, Nashville, Texas, Florida, and other destinations
- Assist with event coordination and execution for national and local events including celebrity speakers, live bands and musicians, and food and merchandise vendors
- Conference coordinator for Making of America seminar
- Media Correspondence and Press Coordination
- Editing and polishing various works, including online articles, press releases, educational materials, and the non-fiction book *Women: America's Last Great Hope*.
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ADDITIONAL EXPERIENCE

13-year volunteer with Moms for America with duties including writing/editing, event planning, curriculum development, and administrative support.

21-year volunteer with my church with duties including teaching for adults and children, service in presidency of women's organization, writing/editing for bulletin and event fliers, pamphlets, and other miscellaneous documents.

PROFESSIONAL REFERENCES

Dr. Clark Callahan - Associate Director for Graduate Studies in the School of Communications, Brigham Young University

clark_callahan@byu.edu 801-422-2997

Dr. Amy Nejezchleb – Writing Center Coordinator, Bellevue University

Amy.nejezchleb@bellevue.edu 402-557-5449

Dr. Brent Spencer – Director of MFA Program, Creighton University

brentspencer@creighton.edu 402-280-2192