

PROFESSIONAL WRITING EXPERIENCE

FREELANCE WRITER, EDITOR, CONSULTANT

2001 – Present

Co-Author – Non-fiction handbook presenting academic writing guidelines

Beyond Normal: Making Your Writing Devilishly Good

A publication of the Office of Academic Affairs, State University of New York at Fredonia

Residence Life Publications Committee Chair – Created, edited and revised internal & external texts

Policies and Procedures Manuals, internal paperwork and forms, promotional materials

Media and Publications Committee Member – Edited articles for regional academic newsletter

NEACUHO The Navigator (The Northeastern Association of College and University Housing Officers)

Press Writer – Wrote press releases detailing activities of Fulbright Association’s President (2001)

Various press releases published on his behalf (e.g. *The Pennsylvania Gazette* & local newspapers)

INSTRUCTING EXPERIENCE

INSTRUCTOR & TUTOR

2001 – 2008

Founding President, Raimondo Consulting Group, LLC (RCG Scholars)

2008 – Present

- Small Business Owner and Tenant, AB Tech Small Business Center
- Enhance study skills and performance by designing extracurricular assignments in tune with student’s needs

Adjunct, State University of New York at Fredonia, English Department

2001-2002, 2007-2008

- Faculty liaison overseeing student writing of *Beyond Normal: Making Your Writing Devilishly Good* (outlines SUNY Fredonia’s history and academic writing guidelines). Reported directly to Academic VP in the role of project manager for its creation; edited content, assembled faculty contributions and authored one chapter.
- Taught first year students in English Composition according to the standards and objectives of the University and its accreditation with National Council of Teachers of English (NCTE)
- Instructed English Composition as a Graduate Teaching Assistant under guidance of senior faculty members
- Assessed composition and research-based writing of first and third year college students, compared assessments with team members, and implemented new program requirements (2001 – 2002)

Teacher, Asheville High School, English

2005 – 2006

- Instructed standard-level English according to state and city guidelines to tenth grade students

Tutor, Education Coalition (UNCA) and School of Inquiry and Life Sciences at Asheville

2005 – 2006

- Assisted struggling students learn study skills and improve communication, comprehension & performance

Adjunct, University of North Carolina at Asheville, Humanities Department

2005

- Designed discussion section for second course in required 4-part Humanities series; Made connections between themes seen in medieval times as they connect to the 21st Century

Adjunct, Penn State Erie, The Behrend College, English Department

2003 – 2004

- Instructed English Rhetoric & Composition; Created research-based assignments utilizing relevant sources, persuasion, logical argumentation, and audience awareness

Adjunct, Jamestown Community College, English Department

2003 – 2004

- Instructed Essential Writing Skills; Writing Composition; Writing about Literature

Instructor/Tutor, Upward Bound Program at SUNY Fredonia, School of Education

Summers 2001, 2002

- Designed and instructed creative writing course and workshops promoting critical reading and thinking skills
- Tutored high school students in a variety of subjects, including social studies, science and English
- Resident Assistant in coeducational residence hall; planned and led activities for high school students during summer residency; Supervised fieldtrips and evening activities; attended daily progress meetings with program coordinator, residential director, and other resident assistants

ANGELA M. ROSEBROUGH

Continued...

OTHER PROFESSIONAL EXPERIENCE

RESIDENCE DIRECTOR

State University of New York at Fredonia, NY

2006 – 2008

- Member of NEACUHO Media and Publications Committee (2007-2008)
- Chair, Publications Committee; produced new materials to share with prospective, incoming and current students; Revised and developed copy for internal-use forms and manuals (assisted by graphic design artist)
- Directly supervised a combined staff consisting of seven undergraduate and one graduate resident assistants and 7-10 desk attendants; Responsible for the operation and community development of two coeducational upper-class buildings with approximately 300 residents; Advise Hall Council and oversee budget
- Coordinated Faculty in Residence Programs between faculty member, Academic Affairs and Residence Life
- Team Leader for RA selection process; Led during interviews, reviewed applicants, trained new staff members
- Member of Student Affairs Alcohol Awareness Task Force; programs targeted First Year students
- Highlighted Residence Life Program to incoming First Year students during Summer Orientation 2007
- Faculty advisor to two student groups, including BACCHUS, affiliated with the National Chapter
- Graduate of Regional Entry-Level Institute (sponsored through Northeast Association of College and University Housing Officers); 3-day seminar offering training and skills for advancement in Student Affairs
- Served weekly as 24-hour on-call professional staff member for seven of the campus' 14 buildings
- Attended Student Outcomes Seminar to effectively evaluate survey results (e.g. EBI Benchmarking survey) and critically assess student needs by modifying aspects of Residence Life
- Successfully served as liaison between the Office of Residence Life and Facilities Management Services in the opening of a newly constructed residence hall (University Commons, opened Fall 2006)
- Board member for the Council of Women's Concerns; Representative chosen from professional staff

EDUCATION

ASSOCIATE of SCIENCE, ENTREPRENEURSHIP

May 2010

Asheville-Buncombe Technical Community College, Asheville, NC

- Completed Entrepreneurship Certificate and earned 4.0 GPA, December 2008
- Tenant Student Business Incubator, 2009-2010 • Recipient \$5,000 grant made possible from Lavender Fund

2nd BACHELOR of ARTS, EDUCATION

State University of New York at Fredonia

Coursework taken, Fall 2007

University of North Carolina at Asheville

Fall 2005

- Teacher Certification and Licensure Program, State of New York Upon Completion
- North Carolina Teacher Certification, English 9-12 Postponed upon employment
- Lateral Entry Teaching Certification, State of North Carolina 2005-2007

MASTER of ARTS, ENGLISH

December 2002

BACHELOR of ARTS, ENGLISH – minor, Communications

May 2001

State University of New York at Fredonia

- Completed undergraduate work *Cum Laude* and earned 3.8 GPA during graduate work

COMPUTER SKILLS

Microsoft Office 2007 (Publisher, Word, Excel, Access, Outlook, PowerPoint, FrontPage) • MAC OS X • Windows XP • PDF Creator • Adobe PageMaker, Photoshop Elements • Garage Band • QuickBooks Pro 10.0