

AMYE ARCHER, MFA

amyearcher.com

SUMMARY

An experienced writer, editor, and educator looking to bring my project management, training, and writing skills to your business. If you can dream it, I can write it.

WORK EXPERIENCE

Writing Center Coordinator

University of Scranton, Scranton, PA

2015-Present

Recruit, hire, and train undergraduate and graduate writing tutors to work in a peer-tutoring center.

Design and deliver training materials using Brightspace.

Design and deliver DEI training to tutors.

Engage and support faculty and other stakeholders across campus in student writing efforts.

Implemented and managed a campus-wide transition to SaaS WOnline.

Promote initiatives and activities of the Writing Center across campus using various channels.

ESL Coordinator

University of Scranton, Scranton, PA

2017-Present

Initiated and executed the Conversation Partners Program.

Recruit, hire, and train undergraduate and graduate students to work as partners.

Developed and delivered “Talking Tuesdays,” a program for ELLs to practice conversational English.

Provide additional training for writing tutors in working with ELLs.

Instructor, English and Theater and First-Year Writing

University of Scranton, Scranton, PA

2012-Present

Develop and deliver content to students in a collegiate setting.

Create lesson plans to align with well-developed SLOs and programmatic-level outcomes.

Graduate Assistant

Wilkes University, Wilkes-Barre, PA

2009-2011

Managed all administrative duties for the Creative Writing MFA program.

Recruited students for the MFA program and served as the first point of contact for potential students.

Managed logistics of bi-annual writing residencies including reserving space, planning events, managing travel for twenty faculty members, and coordinating the incoming student experience.

Traffic Manager

Nexstar Broadcasting, Wilkes-Barre, PA

2000-2007

Facilitated and managed all commercial advertising for two television stations.

Produced and reconciled daily broadcast logs.
Managed preemptions and make-goods.
Maintained continuity of commercial copy provided by local and national agencies.
Interfaced with local and national agencies regarding advertising buys.
Hired, trained, and managed a team of three traffic assistants.

Copywriter

Entercom Communications, Pittston, PA

1999-2000

Worked closely with the sales team to develop spec pitches for cold calls.
Drafted, revised, and recorded commercial copy for radio spots.

UNPAID/VOLUNTEER POSITIONS

Columnist/Contributor Feminine Collective, 2016-2018

Judge Scholastic Art & Creative Writing Awards, 2015-2017

Creator and Host Prose in Pubs, 2012-2016

Judge NCTE/Norman Mailer Creative Nonfiction Awards, 2010-2015

Creator and Editor The Fat Girl Blog, 2009-2015

Columnist Scranton Times and The Weekender, 2011-2012

Reviews Editor [PANK] Magazine, 2011-2012

Volunteer Breaking Ground Poets, 2010-2014

Reader James Jones First Novel Fellowship, 2011

Editor Revise This! Newsletter, Wilkes University Creative Writing, 2011

EDUCATION

MFA, Creative Writing/Creative Nonfiction

Wilkes University, Wilkes-Barre, PA

Awarded 2011 GPA: 4.0

M.A., Creative Writing/Creative Nonfiction

Wilkes University, Wilkes-Barre, PA

Awarded 2010 GPA: 4.0

B.A., English Literature

Pennsylvania State University, University Park, PA

Awarded 1999

HONORS/AWARDS

Winner Best Anthology, Next Generation Indie Book Awards for *If I Don't Make It, I Love You*, 2020.

Recipient University of Scranton's Provost Part-Time Teaching Award, 2015.

Recipient Wilkes University's Beverly Hiscox Scholarship Award, 2010.