

# JESSICA CYPHERS

Knoxville, TN 37921 · [www.jessicacyphers.com](http://www.jessicacyphers.com)  
530.306.5588 · [jess@jessicacyphers.com](mailto:jess@jessicacyphers.com)



**EDUCATION** 2020 M.A. Rhetoric, Writing, and Linguistics • University of Tennessee, Knoxville  
2007 B.A. English, Journalism Minor • Southern Adventist University, Collegedale, Tennessee

**SUMMARY** I possess strong writing, editing, and design skills; I'm organized, efficient, and self-motivated; I love teaching and writing, and I work well with others.

## EXPERIENCE

**2018 – present Graduate Teaching Assistant / Adjunct Professor**

*University of Tennessee, Knoxville, TN*

- Prepared syllabuses for Composition 101 and 102 and ENGL 295 (Writing in the Workplace).
- Taught two to four sections per semester.
- Developed lesson plans and other course materials to guide student instruction.
- Utilized presentations, props, and visual aides to promote student engagement during lectures.
- Refined teaching techniques by discussing strategies with other faculty.
- Facilitated classroom discussions to promote critical thinking about instructional topics.
- Proofread student essays and communicated ways to improve writing skills.
- Graded exams and homework assignments.; kept accurate record of grades using *Canvas*.

**2015 – present Technical Writing Specialist**

*Sonoma County Water Agency (SCWA), Santa Rosa, CA*

- Composed, edited, and executed SCWA agreements and construction project specifications.
- Assisted in administering the public bid process and requests for proposals in compliance with government regulations.
- Worked closely with engineers, project managers, lawyers, and consultants on all projects.
- Reviewed and implemented editorial feedback on all agreements.
- Collaborated with other writers on specific projects.

**2014 English and Math Instructor**

*Eye Level Learning Center, San Ramon, CA*

- Taught English and math to students ages four to fourteen.
- Prepared personalized weekly lesson plans for all students based on their abilities.
- Planned and taught summer writing camps for middle and high school students.
- Provided feedback on students' class work, assignments, and projects.

**2012 – 2013 Freelance Reporter**

*The Mountain Democrat, Placerville, CA*

- Researched and reported on various stories in El Dorado County, CA on tight deadlines.
- Interviewed community members and local government officials for profile and feature articles.
- Fact-checked articles for accuracy; adhered to AP style in all work.
- Revised work to meet editorial approval and to fit time and space requirements.

**2011 – 2012 Elementary Teacher**

*Hong Kong Adventist Academy, Clear Water Bay, Hong Kong*

- Taught 4th, 5th, and 6th grade ESL students all subjects.
- Arranged classroom and lessons to provide opportunities for students to observe, question, and investigate new concepts.

- Provided diverse materials and resources for children to explore new concepts and learn problem-solving.
- Prepared materials and classrooms for class activities.
- Established clear objectives for all lessons, units, and projects and communicated those objectives to students.
- Planned and supervised class projects, field trips, and other experiential activities, and guided students in learning from those activities.

**2010 – 2011 English Camp Director**

*New Taipei City English Wonderland at Qianhua Elementary School, Shihmen, Taiwan*

- Directed a seven-man team of English teachers at an English-immersion camp for 5th graders.
- Taught English as a foreign language in a fun learning environment.
- Organized and led group activities for students, such as exercise routines, athletic events, and arts and crafts.
- Assigned tasks and work hours to staff.
- Oversaw camp curriculum, troubleshoot problems, and worked with other camp directors on operation-wide planning.

**2007 – 2009 Copy Writer**

*True North Custom Publishing, Chattanooga, TN*

- Wrote up to 1,200 words—or one to ten stories—per day on very tight deadlines.
- Interviewed high-level executives, medical experts, and everyday citizens.
- Presented complex medical information in articles aimed at a wide variety of audiences.
- Ensured that each article conformed to individual client style guides, which were based on AP style, Chicago Manual of Style, and client preferences.

**SKILLS**

- Proficient in Microsoft Word and PowerPoint, and Acrobat Adobe.
- Proficient in *Canvas Learning Management System*.
- Some experience with Microsoft Excel.
- Creative and detail oriented.
- Quick learner.

**AWARDS**

- English Major of the Year; graduated cum laude (2007).
- Sigma Tau Delta (ΣΤΔ) Member.
- Graduated summa cum laude (2020).