

ANGELICA E. BEGA

Instructor of Composition, Literature, and Business & Technical Writing
aebega@gmail.com | 804.385.5065 | angelicabega.com



SUMMARY HIGHLIGHTS:

Experienced writing instructor with nearly a decade of teaching experience and writer/editor with 20 years of experience, reviewing documents, compiling inputs, resolving incompatible comments, and providing final publishable documents. Extensive experience working with writers in diverse disciplines.

TEACHING EXPERIENCE

01/2018 – ADJUNCT INSTRUCTOR | WRITER, COURSE SYLLABI

Present J. Sargeant Reynolds Community College (RCC)

- Develop course syllabi and lesson plans for English and Communications courses (in-person, online, and hybrid) including:
 - ENG 241 (American Literature Survey I) – 2 Sections Taught
 - ENG 112 (Introduction to Writing and Research II) – 3 Sections Taught
 - ENG 111 (Introduction to Writing and Research I) – 7 Sections Taught
 - ENG 111/EDE 11 (English Composition Readiness) – 1 Section Taught
- Utilize various active learning methods and instructional strategies to develop course content and assist students in meeting course objectives
- Provide students with clear direction on improving writing habits and study skills in their field
- Record student attendance and participation and return timely feedback
- Engage students in online and hybrid courses through increased experience with tools and methodologies utilizing strategies developed in TOTAL online instructor certification course
- Support students through increased ability to achieve learning resiliency developed through completing Trauma-Informed Instructor Training (Levels I & II)
- Design and teach a Quality Matters (QM) course (ENG 241) by implementing training on Universal Design for Learning (UDL), QM, and best practices in online instruction
 - Course undergoing QM certification review in Fall 2021

01/2013 – ADJUNCT INSTRUCTOR & RESOURCE CENTER TUTOR | WRITER, COURSE SYLLABI

08/2018 Bryant & Stratton College (BSC)

- Developed course syllabi and lesson plans for English (composition and literature) and Communications courses including:
 - ENGL 099 (Developmental English) – 1 Section Taught
 - ENGL 101 (Introduction to Writing and Research I) – 7 Sections Taught
 - ENGL 250 (Introduction to Writing and Research II) – 3 Sections Taught
 - ENGL 305 (Advanced Writing and Research III) – 1 Section Taught
 - LITR 120 (Introduction to Literature) – 1 Section Taught
 - LITR 320 (Introduction to World Literature) – 1 Section Taught
 - COMM 201 (Public Speaking) – 1 Section Taught
- Incorporated active learning methods and a variety of instructional strategies to assist students in meeting course objectives and focus students on business and professional writing skills
- Provided students with direction on improving writing habits and study skills
- Assessed learning and returned feedback to students in a timely manner
- Tracked student attendance and participation for administration
- Managed Resource Center check-in/check-out and assisted students through tutoring
- Tracked and analyzed assessment data regarding Resource Center usage and created reports

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TECHNICAL SKILLS:

Software Applications: Microsoft Office (Word, Excel, Access, Publisher, Outlook, PowerPoint, Visio, SharePoint, Teams), Banner, Canvas, Blackboard, SIS, Google Apps (Workspace, Gmail, Google Drive, Docs, Sheets, Slides, etc.), Kahoot, Prezi, Navigate, Slack, Adobe Acrobat, Adobe Photoshop, Zoom, Social Media, basic html

PROFESSIONAL EXPERIENCE

12/2020 – TECHNICAL WRITER/EDITOR, SENIOR | WRITER, TECHNICAL DOCUMENTATION

Present VetCentric/Gen 3 Technology

- Work with subject matter experts to improve various documentation including white papers, standard operating procedures, and other technical documentation on a cybersecurity team
- Lead a team of technical writers as point-of-contact to ensure scheduling of document releases is maintained and communicate issues with contract and government leads
- Review processes for efficiency, suggesting and implementing improvements wherever possible
- Launch and facilitate a weekly tech writer meeting to discuss best practices across divisions, which was implemented to share information and ensure consistency

08/2006 – PROOFREADER/EDITOR

Present Freelance

- Edit article, book, and dissertation proposals to improve readability and clarity
- Understand/interpret/translate complex information in diverse fields into readable documents
- Return timely feedback to authors and work with them on improvements
- Index and format multiple complex documents to improve readability and accessibility
- Provide wide-ranging experience in collaborating with non-native speakers

06/2014 – DISTINGUISHED FACULTY ASSISTANT, WILDER SCHOOL OF GOVERNMENT & PUBLIC AFFAIRS

12/2020 Virginia Commonwealth University (VCU)

- Provided editing, research, and advice on manuscript completion for a book project, *Son of Virginia*
- Drafted correspondence on behalf of the Distinguished Faculty
- Managed Distinguished Faculty member's blog, Twitter, Facebook, and other social media content
- Assisted with special event management, including production assistance on a video for an Anniversary Gala honoring the Distinguished Faculty
- Arranged scheduling, including media appearances and meetings with elected officials

11/2017 – ASSISTANT TO THE CHAIR, DEPARTMENT OF SOCIOLOGY

06/2018 Virginia Commonwealth University (VCU)

- Comprised and recorded meeting minutes
- Provided detailed fiscal, human resources, facilities, travel, and front-line support for 15 faculty
- Monitored department and grant budgets and provided reports on progress
- Planned departmental events including guest lectures, graduation ceremonies, etc.

05/2012 – LABORATORY OFFICE MANAGER, LABORATORY SERVICES

11/2012 Health Diagnostic Laboratory (HDL)

- Recorded and archived meeting minutes
- Composed memos, emails, and other documents, updating internal procedures per managers' requests
- Coordinated scheduling of phlebotomy draws for development team (12-15 draws per hour)
- Followed SOPs and safety procedures established by accredited laboratory standards and protocols
- Arranged travel and other scheduling for five laboratory managers and their staff
- Reconciled monthly credit card statements in a timely manner
- Collaborated with departments to maximize workflow and increase productivity

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SOFT SKILLS:

Oral and written communication, organization, collaboration, and leadership

PROFESSIONAL EXPERIENCE

08/2006 – DEPARTMENTAL ADMINISTRATOR/ADVISOR, DEPARTMENT OF FORENSIC SCIENCE

05/2012 Virginia Commonwealth University (VCU)

- Collected and analyzed retention and survey data from students and alumni to meet FEPAC accreditation standards and helped to write complex accreditation documentation
- Developed adjunct handbook to aid faculty by outlining policies, procedures, and processes, and helped conduct training to familiarize them with university and departmental processes
- Provided curriculum and developmental advising for undergraduate and graduate students including taking on all freshmen and transfer advising for the department
- Placed and released approximately 150 advising holds during the registration period each semester, communicated the advising requirements to students, and tracked faculty advising progress
- Created and managed departmental social media to increase communication and engagement with prospective students, enrolled students, and alumni
- Updated the graduate admissions process to allow the committee to conduct electronic review
- Recruited, hired, trained, and supervised two student workers per year
- Arranged speakers, venues, and scheduling of a nationally-enrolled summer educational conference that taught approximately 100 high school teachers about forensic science
- Directed the recruitment process for two new faculty, including processing of all departmental paperwork

06/2005 – ASSISTANT TO THE CHAIR DEPARTMENT OF STATISTICAL SCIENCES & OPERATIONS RESEARCH

08/2006 Virginia Commonwealth University (VCU)

- Developed a graduate student handbook, outlining policies and resources available to graduate students and teaching assistants
- Aided faculty member in administration of a small grant by planning speaker activities and handling accommodations, honoraria, etc.
- Directed the recruitment process for three new faculty, including the processing of all departmental HR and travel paperwork
- Provided HR and Fiscal Support including reconciling monthly account statements, processing travel and reimbursements, and hiring paperwork for hourly workers and teaching assistants

03/2002 – OFFICE MANAGER, CENTER FOR ENVIRONMENTAL STUDIES

06/2005 Virginia Commonwealth University (VCU)

- Administered the day-to-day operations of a state-regulated (Virginia Department of Professional and Occupational Regulation [DPOR]) environmental training program in lead, asbestos, and HAZMAT handling and remediation that generated over \$400,000 in annual revenue
- Created written marketing materials for the Center's academic and training programs, including ESRI GIS training, lead and asbestos abatement and HAZMAT training, etc.
- Created and maintained queries, tables, and reports in Microsoft Access
- Aided in administration of an National Institutes of Health (NIH) grant on pesticide exposure
- Implemented new filing system and email notifications for use with the departmental training program to enhance compliance with state regulations
- Maintained student records for over 80 graduate and undergraduate majors, serving as first point of contact for busy academic office, assisting with student advising and other academic support duties
- Scheduled meetings, managed key and proxy access to offices, labs, and classroom space
- Served as timekeeper and maintained basic fiscal records

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POLICY AWARENESS & COMPETENCIES:

Section 508 Compliance, FERPA, FOIA, HIPAA, ADA, UDL

PROFESSIONAL EXPERIENCE

02/2001 – OFFICE SERVICES SPECIALIST, WOMEN'S STUDIES PROGRAM

10/2001 Virginia Commonwealth University (VCU)

- Maintained alumni and current student information in Microsoft Access database
- Prepared marketing materials including website (using WYSIWYG editor) and newsletter
- Prepared targeted mailings about events and interacted with students

08/2000 – OFFICE ASSISTANT, COLLEGE OF HUMANITIES & SOCIAL SCIENCES, OFFICE OF THE DEAN

02/2001 Virginia Commonwealth University (VCU)

- Prepared targeted mailings about events and interacted with faculty, staff, and students
- Aided in production of the College's annual report as a proofreader and design consultant

08/1997 – WRITING TUTOR

05/1998 Richard Bland College

- Assisted students with time management, study skills, and writing improvement

EDUCATION

2008–2011 Master of Arts, Literature, Virginia Commonwealth University (VCU)

- Thesis Title: "Shaken and Stirred: Tactile Imagery and Narrative Immediacy in J. D. Salinger's 'Blue Melody,' 'A Girl I Knew,' and 'Just Before the War with the Eskimos'"
 - Thesis Director: A. Bryant Mangum, Ph.D.
- Secretary, Equity & Diversity Liaison, Library Committee Liaison, and Appropriations Committee, VCU Graduate Student Association

2003–2011 Non-Degree Seeking Student, Virginia Commonwealth University (VCU)

- Additional Coursework in Art, History, Law, Mass Communications, and Political Science

1998–2001 Bachelor of Arts, *cum laude*, Virginia Commonwealth University (VCU)

- Major: English
- Minor Women's Studies
- Editor: Millennium (literary magazine)
- President, Student Media Commission

1996–1998 Associate of Science, *cum laude*, Richard Bland College (RBC)

- Major: General Studies
- Staff Editor: Mnemosyne (literary magazine)

PROFESSIONAL MEMBERSHIPS

Current memberships are maintained with the following academic and professional organizations:

- The American Copy Editors Society (ACES)
- American Society for Public Administration (ASPA)
- Modern Language Association (MLA)
- National Council of Teachers of English (NCTE)
- Society for Technical Communication (STC)

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INTERNATIONAL EXPERIENCE:

STUDY ABROAD: South Africa: Rural Politics (2018)

LANGUAGES: French (Conversational and Reading), English

PRESENTATIONS

Course Presentations:

- “A Career in the Humanities” ENGL 112 Course Presentation, J. Sargeant Reynolds Community College, Richmond, Virginia, Spring 2017.
- “Understanding the Forensic Science Major” UNIV 103 Course Presentation, Virginia Commonwealth University, Richmond, Virginia, Spring 2012.

Conference Presentations:

- “Using Ava DuVernay’s 13th in the Composition Classroom” presented at the Mid-Atlantic Conference on College Composition and Communication (CCCC), Virginia Commonwealth University, Richmond, Virginia. May, 2018.
- “Creating a Scholarly Archive for J.D. Salinger Research: Challenges and Lessons Learned” (with co-presenter Elizabeth Downing) presented at the VCU Graduate Student Association Symposium, Virginia Commonwealth University, Richmond, Virginia. April, 2011.
- “Revelation Just Within Reach: Tactile Imagery in J.D. Salinger’s ‘Just Before the War with the Eskimos’” presented at the UVA Graduate English Students’ Association Conference, University of Virginia, Charlottesville, Virginia. April, 2010.
- “Trigger Happy: How the Western Shaped America’s Relationship with Guns” presented at the British Association for American Studies Annual Postgraduate Conference, University of Exeter, Exeter UK. November, 2008.

AWARDS

- Best Presentation at the VCU GSA Symposium:
“Creating an Open Scholarly Archive for J.D. Salinger Research”
APR 2011 — Virginia Commonwealth University
- Acknowledgement of Extraordinary Contribution:
Preparing the Department’s Self-Study Documents for Accreditation
AUG 2009 — Virginia Commonwealth University
- Acknowledgement of Extraordinary Contribution:
Successful Coordination of Nationally-Enrolled Teacher Education Program
AUG 2008 — Virginia Commonwealth University
- Acknowledgement of Extraordinary Contribution:
Successful Coordination of a Student Engagement Grant Program
MAR 2006 — Virginia Commonwealth University
- Acknowledgement of Extraordinary Contribution:
Managing a New Process for Graduate Degrees Within the Department
AUG 2004 — Virginia Commonwealth University

ACADEMIC RESEARCH INTERESTS

- American Literature (Colonial Literature, American Romanticism, 20th Century American Poetry and Drama)
- Literature, Politics, & the Law (Copyright Issues, Legal Issues in Literature, Opinion Writing, and Plagiarism)
- World Literature (African, Chicano/a, French, and Russian Literature)

PUBLICATIONS

Fiction:

- “That Quiet Way She Used to Love”, (short story, as E.B. Harte) *Mnemosyne*. Richard Bland College. May 1998.
- Four Poems (“Checkmate”, “Soul of the City”, “Just...” & “Untitled”), *Mnemosyne*. Richard Bland College. May 1998.

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CERTIFICATIONS:

TOTAL (Online Instruction), Trauma-Informed Pedagogy

SELECTED EDUCATIONAL TRAINING & DEVELOPMENT

- JUL 2021 Plagues, Witches, and War: The Worlds of Historical Fiction (noncredit course), University of Virginia
- APR 2021 The Trauma Supportive Classroom, VCCS
- OCT 2020 Trauma Informed Campus Awareness, VCCS
- MAY 2018 TOTAL Modules (Online Teaching Instruction Certification), Reynolds Community College
- JAN 2018 Open Con Attendee (Best Practices for Using OER), SPARC
- JUN 2017 CCCC Summer Conference "Composing Worlds with Words", NCTE
- JAN 2017 Dealing with an Active Shooter in the Classroom, Bryant & Stratton College
- APR 2013 Developing Authentic Assessments, Bryant & Stratton College
- JAN 2013 Enhancing the Veteran Student Experience, Bryant & Stratton College
- AUG 2011 Facilitating Group Discussions Workshop, VCU CTE
- FEB 2008 Master Advisor Certification Program, VCU University College
- FEB 2004 Safe Zone Training, VCU Office of Student Affairs
- 2002-2020 Sexual Harassment Awareness Training (Annual), VCU Human Resources
- 2015-2020 Integrity and Compliance Training, VCU Human Resources
- 2002-2012 University and College Customer Service Training (Annual), VCU Human Resources

SELECTED SERVICE

- Housing Families First, Junior Board Member
JUL 2018 - JUL 2021 — Housing Families First
- CHS Strategic Planning Leadership Committee, Committee Member
JAN 2018 - JUN 2018 — Virginia Commonwealth University
- Wilder School Race, Community, and Public Safety Taskforce Committee Member & Distinguished Faculty Liaison
SEP 2016 - SEP 2017 — Virginia Commonwealth University
- GRASP Young Professionals Network, Mentorship Committee Member
APR 2016 - JUN 2018 — GReat Aspirations Scholarship Program
- Writing Workshop Development Committee (ad hoc), Committee Member
MAY 2013 — Bryant & Stratton College
- Scholarship Award Selection Committee, Scholarship Essay Reviewer
MAY 2013 — Bryant & Stratton College
- Literature Course Development Committee (ad hoc), Committee Member
MAR 2013 - MAY 2013 — Bryant & Stratton College
- Summer Reading Program (VCU Common Book), Selection Committee Member and Group Discussion Leader
AUG 2008 - AUG 2011 — Virginia Commonwealth University
- Graduate Student Association Secretary & Appropriations Committee Member, 2009-2011
SEP 2008 - DEC 2011 — Virginia Commonwealth University
- Equity and Diversity Committee, Student Diversity Plan Development & Implementation Subcommittee Member
SEP 2008 - SEP 2011 — Virginia Commonwealth University
- Welcome Week Planning Committee
MAY 2007 - AUG 2009 — Virginia Commonwealth University
- Humanities & Sciences Staff Council President, 2006-2007
JAN 2004 - OCT 2007 — Virginia Commonwealth University
- Created Virginia Obituary Database (Volunteer)
JUL 2003 - DEC 2003 — Library of Virginia