

Chris McDaniel

chrismcdanielreed@gmail.com

<https://camcdaniel.com/>

Education

M.A., English University of Alabama Tuscaloosa, Alabama

B.A., English *Cum Laude*/Honors College MUW Columbus, Mississippi

Experience

Freelance/Contracted Technical Writer

Technical Writer/Editor (Independent/Contracted) 10 years (Presently)

- Contracted technical writing projects, including development of Standard Operating Procedures, Course Development, Research, QA, and Proposals/Bids
- Successfully completed numerous large and small proofreading and editing contracts
- Provided instruction in adult education/tutoring, specifically for GED and Introduction to Writing coursework
- Created scenario scripts and course content for various training materials for both private and military contracts
- Analyzed and edited course content for adherence to Bloom's Taxonomy and Course Objectives

ETS Virtual 6 years (Presently)
TOEFL Program and CAASPP Scoring

- Reviewed and quickly internalized rubric criteria necessary for each assessment session
- Applied complex rubric materials and prompt materials within designated time limitations to maintain efficiency at a session-designated reading rate
- Offered feedback and rationale on scoring judgments; provided feedback to scoring adjudication
- Successfully maintained an average and/or above-average rate scoring accuracy during each session
- Took part in on-going training with LMS and feedback operations to ensure effectiveness

Pearson Virtual 4 years (Presently)
SAT Program

- Reviewed and quickly internalized rubric criteria necessary for each assessment session
- Applied complex rubric materials to student writing and offered rationale when requested to justify assessment
- Successfully maintained an average and/or above-average rate scoring accuracy during each session
- Adhered to Pearson's expectations regarding flexible scoring: designating set scoring hours each week and meeting those expectations

Consultant

Accelerate Learning, Inc. Houston, TX/Virtual 3 years
Tunisha Miller, Supervisor

- Reviewed course curriculum documents for clarity and consistency throughout each education module
- Reviewed assigned documents in Google Suite for adherence to APA Style Guide
- Reviewed, edited, and delivered approximately 25-30 complex documents every two weeks
- Met set deadlines for important changes to documents and/or projects

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Degree Faculty/GED Coordinator Chesapeake, VA 5 years
Corinthian Colleges, Inc. (**United Way** through Corinthian Colleges GED Program)
Kathy Watts, Department Chair

- Instructed courses to adults in A.S. Programs: College Composition I and II, Strategies for Success (Intro to College), and Critical Thinking
- Coordinated (free for the community) GED Preparation Program
- Developed course content and curriculum for courses, as requested
- Maintained weekly office hours for students: tutoring, assistance with assignments, and job searches
- Sponsored the poetry club for students

Technical Writer/Quality Analyst 3 years
VSD, LLC Virginia Beach, VA

- Reviewed course content for Navy training programs--proper grammar, clarity, and consistency
- Worked closely with a wide range of SMEs to adapt materials to course expectations and objectives
- Managed numerous company documents on SharePoint, including template creation for Standard Operating Procedure
- Completed course language review and quality analysis, as directed
- Worked with proprietary LMS Vilo to produce interactive courses for soldiers in training

English Adjunct Faculty
Tidewater Community College Virginia Beach, VA 3 years

- Instructed Liberal Arts courses for the college's A.A. and B.A. programs
- Maintained weekly office hours to tutor and counsel adult students
- Used Blackboard to offer students a hybrid option when unable to attend in-person course presentations

English Faculty
ECPI College of Technology Virginia Beach, VA 5 years

- Instructed numerous courses for the college's A.A. and B.A. programs
- Coordinated the college's Writing Assistance Center: offered one-on-one guidance with assignments, reading, and professional writing needs; developed core WAC library of documents used by other instructors to aide students (e.g., guides for using APA and MLA documentation style in research papers, avoiding plagiarism, etc.)
- Served as English/Liberal Arts representative during SACS re-Accreditation; assessed department-wide samples of curriculum and instructional content to ensure it met SACS standards

Graduate Teaching Assistant/Research Assistant
The University of Alabama Tuscaloosa, AL 2 years
Department of English, Graduate Studies

- Co-taught Freshman Composition courses as provisional/grant-awarded instructor
- Lead, independently, Composition I and Composition II courses
- Served as Research Assistant in the English Department's Computer Labs, offering aide to students and leading instructional sessions on research, documentation, and plagiarism.

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Courses Instructed (1998-2018)

- **Introduction to Writing** (ENG099), online and in-classroom settings
- GED preparation
- **Introduction to American Literature** (up to 1800)
- **Introduction to American Literature** (1800 to Present Day)
- **Technical Writing** (ENG255) online and in-classroom settings
- **Critical Thinking** (ENG205) online and in-classroom settings
- **Freshman Composition I** and **Freshman Composition II**, Literature/Research
- **Career Preparation and Portfolio Development**
- **Strategies for Success: Introduction to College Life**
- **Introduction to Oral Communications**
- **Computer Applications: Learning Microsoft Office**
- **Introduction to Argument and Research**

Skills

- Proficiency with Google Suite, Microsoft Office tools, and numerous web-based applications
- Ability to multitask in a fast-paced environment
- Good interpersonal skills and attention to detail
- Excellent communication skills, both oral and written
- High degree of flexibility and willingness to learn new skills
- Ability to work remotely, including the ability to work independently and adhere to deadlines
- Proficiency with Blackboard: course development and delivery
- Proficiency with eCollege: course development and delivery
- Knowledge of and proficiency with various learning environments (LMS)
- Proficiency with Zoom, Microsoft Teams, and Skype
- Proficiency with InDesign
- Proficiency with Snagit: use during the creation of operational documents/screen-capture
- Experience with UX Design and Creation—language focus, UX Design Writing
- Many years of familiarity with successful virtual (online) and hybrid work environments
- Proficiency with APA Documentation Style
- Mastery of MLA Documentation Style
- Proficiency with Chicago Documentation Style
- Mastery of Academic and professional research and documentation
- Familiarity with both PC and Mac systems
- Highly developed soft skills, including communication skills (crafting language with audience awareness), de-escalation, cultural and diversity awareness, cultural sensitivity, and empathy (i.e., its role and usefulness in the workplace, etc.)
- Extensive experience with public speaking and formal presentations, lecturing, and course instruction for adults

Commendations/Professional Memberships

- Modern Language Association, Member
- NCTE, Member

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- Poetry Publications in various boutique and small-press entities
(2 included below; other titles are available upon request)
- Teacher of the Year—ECPI 2003

Additional Professional Experience, Volunteer Work

- GED Tutor, College Outreach for community and church organizations (VA and AL)
- Publication in the anthology, *The Battered Suitcase* (Summer 2011): “reading e.e. cummings”
- Publication in the anthology, *Undead: A Poetry Anthology of Ghouls, Ghosts, and More* (Spring 2016): “Casual Eschatology”
- Member and Contributor, Little Episodes, Writing Collective
- Phi Theta Kappa, Beta Epsilon Theta Chapter Advisor and Volunteer Organizer
- “Relay for Life,” Norfolk, VA—5 years
- “Clean the Bay Day,” at Norfolk Zoo—5 years
- Presenting Speaker, English Graduate Organization: Rhetoric/Critical Theory, University of Florida
- Presenting Speaker, American University, Critical Theory (Gender Focus)