

LYNDA FIRTH RAINES

3301 East Marshall Street, Richmond, VA 23223

(804) 513-2391 firthraines@hotmail.com

Overview

Language arts/composition instructor with eight years of professional copy editing, copywriting and content production experience.

Editing Experience

The Village Mill

Copy Editor / Copywriter / Content Manager, May 2003 – July 2012

- Editor for all incoming copy and press releases
- Supervision of correspondents
- Pre-press layout and design using Adobe PageMaker and InDesign
- Proofing and editing of final galleys
- Website maintenance and online content management using WordPress
- Feature article production, including interviews, research, copywriting and photography

Teaching Experience

Union Theological Seminary and Presbyterian School for Christian Education

Adjunct ESL Instructor, Fall 2002 – May 2009

- Director of writing studio for graduate international seminary students who need instruction in the written English language, including composition and grammar.

John Tyler Community College

Adjunct Instructor – Department of English, Spring 2002 – Present

- English 111, Composition and Rhetoric
- English 112, Advanced Composition and Rhetoric

Virginia Commonwealth University

Adjunct Instructor – Department of English, Fall 2001 – Spring 2003

- English 101, The Craft of Writing
- Summer Remedial Composition Program for incoming freshmen

Randolph-Macon College

Adjunct Instructor – Department of English, Spring 2002 – Fall 2002

- English 111, Strategies of Writing
- English 123, Advanced Composition

Software Proficiencies

- Adobe PageMaker and InDesign, WordPerfect and MS Word
- WordPress, Foreward Press, Blackboard and Norton Connect

Education

Master of Fine Arts in Creative Writing

Virginia Commonwealth University, 2001

Bachelor of Arts in Communication

The University of Alabama, 1980

Graduate study in creative writing

Glasgow School of Art, Glasgow, Scotland, 1998

Internships and Awards

Graduate Fiction Award – Virginia Commonwealth University, Department of English, May 2001

Field Editor – BrandyLane Publishing, 2000 (Internship)

Assistant Editor – The New Virginia Review, 1998, 1999 (Internship)

Publications

“Stages” – Narrative one-man performance at Henrico Theatre, co-authored with Chris Hester, April 24, 2008

“Southern Health” – Big Muddy literary journal, Summer 2006

“Delegate Albert Pollard: For Love of the Environment” – Pleasant Living magazine, June 2002

Relevant Experience

Advertising Copywriter: Miller and Rhoads, Richmond, VA, 1982 –1985

Advertising Copywriter: Maison Blanche, New Orleans, LA, 1980

Assistant Student Editor: The University of Alabama Alumni News magazine, 1977–1979

Community Service

Volunteer Creative Writing Instructor: The Robinson Theater Community Arts Center, 2009

Charter Committee Member: The First Novelist Festival, Virginia Commonwealth University, Department of English, Fall 2001

Writer in Residence: Pediatric Oncology Unit, Medical College of Virginia, Spring 2000 – Fall 2001

References

Dr. Laura Browder

Departments of English and American Studies
University of Richmond
28 Westhampton Way, Richmond, VA 23173-0002
804-289-8312 – lbrowder2@richmond.edu

Patrick Tompkins

Chair, Department of English
John Tyler Community College
800 Charter Colony Parkway
Midlothian, VA 23114
804-594-1462 – ptompkins@jtcc.edu

Dr. Martha Brooks,

Assistant Professor of English
John Tyler Community College
13101 Jefferson Davis Highway,
Chester, VA 23831-5316
(804) 706-5088 – mbrooks@jtcc.edu