

Caroline Brooks DuBois

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Experienced educator / agented author with an M.F.A. in Creative Writing / English and an M.A.T.
Committed to excellence in literacy, learning, and innovative teaching.

Background Summary

Over 20 years of experience in educational and language-rich environments. Demonstrated ability to conceptualize, design, and teach curriculums. Proven excellence in written, verbal, and interpersonal communication. Expertise in print and Web publishing, including business, technical, and creative writing.

Accomplishments

- Directed the Literary Arts Conservatory of Nashville School of the Arts 2020-present
- Created and facilitated Literacy Professional Development for educators at the district and school-levels (MNPS) 2017-present.
- Won Nashville Poetry in Motion Contest 2019 (Metro Arts / Southern Word / The Porch / WeGo).
- Won Honorable Mention for fiction manuscript at Midsouth SCBWI Conference (2017, 2018).
- Awarded Blue Ribbon Teacher Award MNPS 2015-2016.
- Wrote / designed online courseware for a variety of professional topics.
- Designed / taught multiple sections of composition at the university level.
- Designed / taught upper-level creative writing, including poetry and fiction, at the university level.
- Ensured quality standards for teacher certification tests.
- Facilitated creative writing workshops for elementary, middle, and high school students.
- Tutored college students with learning disabilities.

PREVIOUS TEACHING POSITIONS

Nashville State Community College	English Composition
Ellis University (online)	Business Communications Creative Writing
Strayer University, Nashville Campus	English Composition Business Writing
University of Massachusetts, Amherst	English Composition Creative Writing
NASHVILLE SCHOOL OF THE ARTS Director of the Literary Arts Conservatory	2020-Present
HEAD MIDDLE MAGNET SCHOOL Literacy Instructional Coach Literacy / Reading teacher, 7 th grade	2017-2020 2014-2017
GLENCLIFF HIGH SCHOOL ELL / English teacher, 9 th -12 th grades	2009-2014
FREELANCE PROJECTS Wrote / edited for Tommy Nelson, Inc., Cumberland House Publishing, Integrity Publishers, Visnu, LLC., American Collegiate Financial Services, Dysco Technologies, and Elsevier, EMS / Fire Rescue.	2003-2009

HEALTHSTREAM, INC., Nashville, TN**1999 – 2003*****Script Development Manager, 2001 – 2003***

Managed editorial staff and contractors. Developed and implemented style and usage standards. Worked closely with clients and subject matter experts to research and produce clear, accurate, well-written scripts.

- ◆ Set editorial guidelines that improved quality and exceeded client satisfaction.
- ◆ Implemented and managed outsourcing of editorial services.
- ◆ Successfully met deadlines with high-volume workloads.
- ◆ Interfaced with designers, developers, programmers, and project managers.

Editor / Writer, 1999 – 2001

Wrote, edited, proofread, and developed online healthcare education courseware. Assisted with devising editorial standards for editorial department.

- ◆ Improved readability and marketability by producing well-written scripts for online delivery.
- ◆ Ensured accuracy by editing and proofreading copy.

UNIVERSITY OF MASSACHUSETTS, Amherst, MA**1996 – 1998*****Teaching Assistant***

Designed and taught multiple sections of freshman composition and upper-level creative writing.

NATIONAL EVALUATION SYSTEMS, Amherst, MA**1995 – 1997**

Publisher of teacher certification tests.

Editorial Assistant (Part-time position while graduate student)

Edited, proofread, queried senior editors, and developed and revised copy.

LEARNING DISABLED STUDENT SERVICES, University of Massachusetts, Amherst, MA***College-Level Tutor*****1995 – 1996****CONVERSE COLLEGE, Spartanburg, SC****1992 – 1993**

Editor of campus literary magazine

Education

Master of Arts in Teaching, English Language Learners K–12, Trevecca University, Nashville, TN, 2009

Master of Fine Arts, English / Creative Writing, University of Massachusetts, Amherst, MA, 1998

Bucknell University, Lewisburg, PA (National Fellow at *The Bucknell Seminar for Young Poets*, 1993)

Bachelor of Arts Degree, English, cum laude, Converse College, Spartanburg, SC, 1993

Publications

**The Places We Sleep*. Holiday House (August 2020). Recognitions: 2021 Notable Verse Novel, National Council of Teachers of English (NCTE), Summer/Fall 2020 Kids Indies Introduce List, Fall 2020 Kids Indies Next List, Bank Street College: *The Best Children's Books of the Year 2021*

*"The Red-Shouldered Vanga." *Spectral Lines: Poems about Scientists*. Alternating Current Press. 2019.

*"The Family Hug." *Highlights High Five*, November 2017.

*"The Book Under the Bed" and "Spelling Bee." *Stinkwaves*. Spring 2016. Volume 4. Issue 1.

*"Fourth Night on Call at the Rape Crisis Center." *The Journal of the American Medical Association* 2001.

*"Breach" and "The River, My Teacher." *Southern Poetry Review* 1996, 2007.

*Member of the International Literacy Association, The Porch Writers' Collective, The Society of Children's Book Writers and Illustrators, Women's National Book Association (Nashville Chapter)

*Represented by Louise Fury of the Bent Agency (NYC).