

**MARK FILIATREAU, MFA
1414 CRESTVIEW DR.
BLACKSBURG, VIRGINIA 24060, USA
(571) 275-2659**

SUMMARY OF QUALIFICATIONS

Twelve years teaching university classes in first-year writing (college composition); business, professional and technical writing; creative writing; and western literature.

Twenty-one years in industry as technical writer, trainer, and communications professional.

PROFESSIONAL EXPERIENCE

Proposal Writer, Office of Advancement, Virginia Tech, August 2021—February 2023

- Effectively communicated tangible investment opportunities and tactical program plans for Virginia Tech's major corporate partners
- Merged technical writing with storytelling and promotional, positive style to produce winsome and compelling content, for proposals, news pieces, and web content

Adjunct Professor of English, Liberty University Online, Spring D term, 2021

- Taught two sections of Introduction to Creative Writing for widely dispersed student body
- Success rate assessed "Very Good" by Instructional Mentor

Visiting Professor of English, Xidian University, Xi'an, China, Summer 2020 and 2021

- Taught an intensive college composition course to 125 Chinese college students, "Academic Writing for Students and Professionals," via Zoom: four lecture hours per day for eight days. Contact: Weili Zhang, Xidian University, wlzhang@xidian.edu.cn

From student evaluations:

- "I am deeply inspired by the way of thinking and writing mentioned in class, which I think is of great importance to both Chinese and English writing. This course inspired me a lot."
- "Teacher understands students' behaviors. Compared with foreign students, most of Chinese students are shy and dare not express themselves when facing foreigners. When teacher accepts students, he often encourages students to express themselves, which can also improve students' confidence."

- “I do think it is one of my favorite classes. The class is funny, even in power-off times, which impressed me a lot... Group discussing, which the teacher is good at, is regarded as an approach to strengthen our ability to talk actively.”

Adjunct Instructor of English, Virginia Tech University, Blacksburg, Virginia, Fall – Spring, 2019–20

First-year Writing courses (ENGL 1105 and 1106)

- Taught First-year Writing courses (ENGL 1105 and 1106) writing for logic, clarity, and correctness with increasing emphasis on effective style and principles of *plain language*
- Taught students to express information in a variety of formats, including tables and graphs
- Developed students’ skills in writing, editing, and research techniques and methods to develop and prepare reports

Adjunct Associate Professor of English, Virginia Western Community College, Roanoke, Virginia, Fall 2019

- Taught Composition 2 and Survey of American Literature 1

Dean and Communications Director, Augustine College U.S., Sept. 2017 – June 2019, Blacksburg, Virginia

- Led teams to develop a one-year college-level program covering the most relevant aspects of Western heritage in literature, philosophy, and other fields
- Writing and oversight of all business correspondence, marketing, and fund-raising efforts

Senior Technical Writer, Center for International Research, Education and Development, Virginia Tech, Jan. 2018 – July 2018

- Hired to oversee a proposal for USAID’s Centers for Excellence grant of \$100 M+, consulted about conceptual, strategic, and technical approaches as related to proposal requirements

Senior Technical Writer, Fleming Technologies, Inc., Blacksburg, Va., July – Dec. 2018

- Met with teams local and remote to create verification and validation documents for software testing
- Compiled inputs and corrections, resolved incompatible comments, and provided final versions

Senior Technical Writer, Diplomatic Security Training Center, Bureau of Diplomatic Security, U.S. Dept. of State, Dunn Loring, Va., Oct. 2014 – Aug. 2017. Security clearance: Secret

- Analyzed engineering and security technical information sufficient to edit materials for plain language, correct English and formatting
- Wrote and edited course outlines, instructor guides, and user manuals

Adjunct Professor of Literature, Department of Classical Liberal Arts, Patrick Henry College, Purcellville, Virginia, January 2007 – December 2015

- Taught the required core courses Western Literature I and II, which survey the most important Western literature from ancient Greece to the 20th century
- Taught additional writing courses such as Nonfiction Writing, Creative Writing and Senior-level independent study sections

Senior Technical Writer, contracted to Pyramid Systems, Inc., Fairfax, Virginia; FICO, telework; BTS Software Solutions, Columbia, Maryland; and the Defense Health Information Management System, Falls Church, Virginia, Oct. 2012 – Sept. 2014

- Deployed my knowledge of a wide range of writing and editing principles, methods, practices, and techniques to create technical documentation in various formats

Senior Technical Writer/Editor, Pyramid Systems, Inc., and ManTech International Corp., Fairfax, Virginia, March 2004 – September 2012

- Developed print and Web materials that effectively transmitted complex software engineering information in a variety of formats to various internal and external audiences and stakeholders

EDUCATION

- M.F.A., English, Wichita State University, Wichita, Kansas, 1994
- B.A., English, with Recognition and Distinction, George Mason University, Fairfax, Virginia, 1989