

CATHERINE PAQUETTE

SUMMARY OF EXPERIENCE:

- Professional experience spans the media relations, communications, and book industries.
- Experience teaching post-secondary writing and communications courses.
- Outstanding knowledge of the English language, writing fundamentals, and literature.
- Published writer and active in Toronto's literary community.

DISTINCTIONS:

- Published poetry, fiction, and non-fiction in a variety of publications.
- Published a long-poem chapbook with Mercutio Press (Montreal) in winter of 2007.
- Awarded a Canada Graduate Scholarship from the Social Sciences and Humanities Research Council of Canada (SSHRC) in 2006.
- Graduated from Concordia University with distinction in 2004.

EMPLOYMENT:

English Department, Humber College, Toronto, ON **Sept. 2009-present**
Professor, COMM 200 – College Writing Skills

- Teach 200-level college writing courses that focus on persuasive essay writing, critical thinking, argumentation, grammar, style, and reading.
- Prepare classes, course material, tests, and syllabi.
- Grade essays, tests, and exams.

English Department, Humber College, Toronto, ON **Sept. 2009-present**
Professor, COMM 100 – Basic Writing Skills

- Teach 100-level writing courses that focus on grammar, punctuation, spelling, style, paragraph writing, and revising.
- Prepare classes, course material, tests, and syllabi.
- Grade essays, tests, and exams.

Ontario's New Democratic Party, Queen's Park, Toronto, ON **winter/spring 2009**
Media Relations Officer

- Wrote press releases, media advisories, speaking notes/speeches, letters to the editor, op-eds, articles, letters, website content, ad copy, and Question Period questions.

Concordia University, Montreal, QC **winter-fall 2008**
Teaching Assistant: Three Composition and Argumentation Courses; Three Technical Writing and Communication Courses

- Taught undergraduate seminars to engineering students on the fundamentals of written composition/argumentation and technical communication.
- Topics covered included: grammar and punctuation, argumentation, business correspondence, fundamentals of essay and report writing, and ESL-related topics.
- Responsible for grading assignments, oral presentations, essays, reports, and exams.

Freelancer **2003-present**

Work intermittently as a freelancer writing book reviews, articles, and press releases. Also tutor and edit.

Media Relations Office, McGill University, Montreal, QC **Jan. 2005-Sept. 2006**
Communications and Publications Coordinator
• Worked at the Media Relations Office, primarily for *The McGill Reporter* newspaper. Tasks included writing articles, advertising, website maintenance, managing the finances/accounts, helping the communications officers with press releases and media events.

Vallum: Contemporary Poetry Magazine, Montreal, QC **2004-2005**
Editorial Assistant
• Worked at the magazine assisting with tasks such as magazine and reading series promotion, research, events, copy-editing, reading submissions, and direct mailing.

The Book keeper Bookstore, Sarnia, ON **1995-2002**
Clerk
• Worked both part and full-time at the independent bookstore assisting customers, placing and processing special orders, helping with author events, and performing related tasks.

EDUCATION:

Master of Arts, English Literature (Creative Writing Option) **2009**
Concordia University, Montreal, QC

Bachelor of Arts, Creative Writing major **2004**
Concordia University, Montreal, QC

General Arts **2001**
Trent University, Peterborough, ON

VOLUNTEER EXPERIENCE:

BookThug, Toronto, ON **August 2009-present**
Intern
• Work as an intern at *BookThug* – a literary publisher that specializes in experimental writing. Update website content, write for the website, and assist with publicity and events.

The Scream Literary Festival, Toronto, ON **2009**
Volunteer
• Assisted with publicity (both online and print), and monitored media outlets daily for festival coverage. Also helped with the walking tour and end-of-festival gala.

CKUT, Montreal, QC **2005**
Contributor, Dialects Radio Program
• Contributed regularly to *Dialects*, a weekly bilingual literary show aired on CKUT, 90.3 fm, by conducting interviews with various people involved in Montreal's literary community and by reviewing local publications and events.

Trent Writing Circle, Trent University, Peterborough, ON **2000-2001**
Moderator
• Created and moderated a weekly writing group for university students.