

Magdalena Zapędowska [za-pen-doff-ska]

[address redacted]

ADVISING EXPERIENCE

Writing Associate, Writing Center

2011-present

Amherst College, Amherst, MA

- Advise a diverse population of undergraduates and recent alumni on competitive fellowships including Watson and Fulbright, graduate school applications, and professional/academic writing; specialize in crafting compelling application materials; meet one-on-one with ~10 students per week.
- Educate a diverse student population, including people of color, women, Indigenous, immigrant, LGBTQ+, first-generation, low-income, and international students, on cultural norms and expectations, academic skills, campus resources, and school-life balance to foster their success in college and beyond.
- Developed and facilitated ~20 workshops on topics including time management, project management, and academic success; collaborate with team members on regular program events.
- Partner with the Career Center and Fellowships Office to strengthen support for students.
- Launched a partnership with the Student Resource Centers/Office of Diversity and Inclusion to co-sponsor programs and strengthen Writing Center support for marginalized student populations.
- Participate in diversity/inclusion trainings on topics such as facilitating dialogue, identity and inclusion, trans inclusivity, understanding bias, collaboration across difference, inclusive pedagogies (40 hrs to date).

Senior Writer, Loeb Center for Career Exploration and Planning

2013-present

Amherst College, Amherst, MA

- Partner with the Health Professions Office to write confidential letters of recommendation for a diverse population of medical school applicants; complete 15-30 letters per application cycle.
- Specialize in writing narratives highlighting each applicant's individuality, experience, and skills.

Instructor, Summer Bridge Program

2013-present

Amherst College, Amherst, MA

- Coach groups of 3 first-generation, low-income incoming freshmen in college writing and academic skills; advise students on college culture.

Orientation Program Leader, Student Affairs

2015-present

Amherst College, Amherst, MA

- Develop, lead, and assess annual 3-day indoor/outdoor orientation program for diverse groups of 12 new students; design creative and experiential activities, foster exploration, reflection, community building, and dialogue; supervise student leaders; facilitate difficult conversations.
- Collaborate with First Year Engagement Team and Dining Services to optimize student experience and meet individual needs.
- Develop and manage \$500 budget.

TEACHING AND PROGRAM DEVELOPMENT EXPERIENCE

Graduate Instructor, The Writing Program and Department of English

2013-present

University of Massachusetts Amherst

- Teach writing and literature courses for diverse groups of 15-35 undergraduates (11 sections to date); develop and present lectures and facilitate discussions; maintain confidential records, manage confidential data, use current technologies to enrich learning.
- Collaborate with faculty and staff to develop and implement interactive informational programs; assist faculty in coordinating program logistics.
- Advise students on strategies for academic success; refer students to campus resources.

Instructor, English as a Second Language

2011

Center for New Americans, Amherst, MA

- Taught language and study skills to 3 multicultural groups of 10 adult immigrants at various levels of proficiency; students included refugee, undocumented, low-income, and religious minority individuals.

ORGANIZATIONAL EXPERIENCE

Graduate Researcher, Department of English

2013-present

University of Massachusetts Amherst

- Independently manage a complex research/writing project; analyze, synthesize, and present large amounts of complex information orally and in writing; balance multiple priorities and deadlines.
- Organize expert panels for national conferences; identify and recruit faculty participants; chair panels, cultivate community, facilitate discussions; successfully organized 3 panels to date.
- Build and navigate relationships with a variety of stakeholders including faculty and administrators.
- Apply for and obtain research funding; write proposals, plan and manage budgets; won 4 internal and external grants of \$400-\$2,000.

Artist Manager, Amherst, MA

2008-2012

- Managed the career and image of an independent musician and three-piece band; provided vision and administrative support.
- Coordinated and oversaw five full-length album recording projects to completion.
- Developed relationships with music industry professionals; booked 40-70 domestic and international concerts per year, increasing the number of concert dates by 200% in one year.
- Negotiated, signed, and managed contracts, monitored and processed payments.
- Oversaw development, design, and distribution of promotional materials.
- Identified promotional opportunities, secured and scheduled press interviews and media appearances.
- Coordinated logistics, conducted all correspondence, managed sales, filled orders.
- Managed database of fan contacts for monthly newsletter; grew database by 150% in one year; edited and distributed newsletter via email marketing software.
- Managed social media page, oversaw website redesign.

Assistant Professor of American Literature

2000-2008

Department of English, Adam Mickiewicz University, Poznań and Kalisz, Poland

- Founded the European Study Group for 19th-Century American Literature; directed, organized, and hosted 2 annual meetings for 15-20 participants; identified and recruited guest speakers from the U.S.; obtained two U.S. embassy grants of \$2000 each; planned and managed budget; coordinated logistics.
- Partnered with another academic department and a local arts non-profit to organize a 3-day poetry festival for ~400 participants in the city Poznań; identified and recruited international guest speakers; led a team of 4 colleagues to envision, publicize, and organize an international conference for 30 participants as part of the festival.
- Organized and chaired panels for 4 international conferences in Poland, Austria, and the U.S.

- Organized 2 residencies of a U.S. Latinx studies scholar; collaborated with another department to develop and coordinate a program of lectures and graduate student mentoring sessions.

PROFESSIONAL PRESENTATIONS

Panelist	1996-present
Conferences in the U.S., Poland, France, the U.K., Austria, Norway, Cyprus	
<ul style="list-style-type: none"> • Developed and delivered ~30 presentations for local, national, and international audiences of 8 to 150. 	
Keynote Speaker	2010, 2011
University of Paris-Nanterre, France	
<ul style="list-style-type: none"> • Developed and presented keynote lectures at 2 conferences for ~40 participants. 	

PROFESSIONAL ASSOCIATIONS

American Studies Association	2013-present
Modern Language Association	2013-present
European Association for American Studies	1996-2008
Polish Association for American Studies	1996-2008

EDUCATION

ABD, English and American Studies	2016
University of Massachusetts Amherst	
PhD, American Literature	2000
MA, Polish	1999
MA, English	1996
Adam Mickiewicz University, Poznań, Poland	

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint), Google Suite (Docs, Sheets, Slides, Hangout), Course Management Systems (Moodle), social media (Facebook, Twitter), scheduling software (WC Online), Adobe InDesign.

Language: Bilingual in English and Polish, beginner in Russian, German, Spanish.

International/Intercultural: Traveled extensively in Europe (UK, Germany, France, Czech Republic, Austria, Belgium, Greece, Cyprus, Norway, Italy, Belarus, Ukraine, Hungary, Lithuania).