Arline Votruba

arline.votruba@cgu.edu| (508)-735-7213 | 153 E Hill Rd, Oakham, MA 01068

Education

**Ph.D. Cultural Studies**, Claremont Graduate University Expected May 2023

Research focus: Medical Humanities & Reproductive Justice

**M.A. English**, Iowa State University May 2018

Primary area: Rhetoric, Composition, and Professional Communications

**B.A. English**, Summa Cum Laude, Keene State College May 2016

Primary area: English Literature

Secondary area: Creative Writing

Work Experience

**Professional Writing Consultant,** Sole Proprietor October 2022-present

Offers professional writing services like consultations and copyediting for students and professionals

**Senior Writing Consultant**, CGU Center for Writing and Rhetoric July 2022-present

Trains new CWR tutors, facilitates events, supports and tutors diverse graduate students at CGU

**Graduate Writing Consultant**, San Diego State University September 2022-present

Conducts one-on-one virtual writing consultations with SDSU students at all phases of their degree

**Writing Center Manager**, San Diego State University September 2022-December 2022

Supervised Center staff and oversaw trainings, staff meetings, and conducted quality assurance

**Program Coordinator**, CGU Center for Writing and Rhetoric May 2021-August 2022

Managed administrative team, prepared trainings, and developed programs, events, and schedules

**Writing Consultant**, CGU Center for Writing and Rhetoric July 2020-June 2022

Conducted tutoring sessions and facilitated events to support diverse graduate students

**CG(You) Podcast Co-Host,** CGUGraduate Student Council August 2021-May 2022

Co-produced and co-hosted the first season of *CG(You): Grad Student Council Talks* podcast

**Administrative Assistant**, CGU Center for Writing and Rhetoric July 2020-May 2021

Created monthly newsletter, updated website, and conducted general office operations

**Canvas LMS Consultant**, Claremont Graduate University May 2020-May 2021

Instructed CGU faculty in course adaptation to Canvas LMS due to shift to Online Flex model

**Graduate Student Assistant**, CGU School of Arts and Humanities January 2020-May 2020

Prepared School of Arts and Humanities events and conducted general clerical tasks

**Technical Writing Intern**, New England Environmental Design, LLC June 2017-August 2017

Wrote technical communications for land consultation firm and created a company website

**Graduate Research Assistant**, Iowa State University January 2017-April 2017

Collaborated in the creation and testing of a codebook for Dr. Matt Baker

**Graduate Teaching Assistant**, Iowa State University August 2016-December 2016

Assisted Barbara Ching in course development and Moodle LMS course maintenance

**Center for Writing Intern**, Keene State College January 2016-May 2016

Conducted tutoring sessions, wrote informational handouts, developed new tutor training handbook

Teaching Experience

**Adjunct Professor**, Claremont Graduate University January 2023-May 2023

WRITING 350: Dissertation & Thesis Writing

**Teaching Assistant**, Claremont Graduate University August 2022-December 2022

WRITING 350: Dissertation & Thesis Writing

**Instructor**, Iowa State University January 2017-May 2018

ENGL 250: Written, Oral, and Electronic Communication, 6 sections

**Instructor**, Iowa State University August 2016-Dec. 2016

ENGL 150: Critical Thinking and Communication, 1 section

Professional Service

**Anti-Discrimination Committee**, Center for Writing and Rhetoric Fall 2020-Fall 2022

**President**, Graduate Student Council AY 2021-2022

**Student Representative**, CGU Alumni Association Board AY 2021-2022

**Ex-Officio Member**, CGU Board of Trustees Student Success Committee AY 2021-2022

**Member,** WSCUC Steering Committee Spring 2021-Spring 2022

**Member**, SVP and CFO Search Committee Spring 2021-Fall 2021

**Student Representative**,Diversity, Equity, and Inclusion CommitteeSpring 2021

**Vice President**, Graduate Student Council AY 2020-2021

**Graduate Student Mentor,** IGNITE: CGU Student Mentorship AY 2020-2021

**Committee Member**, Committee on Student Grievances Spring 2020/Fall 2021

**Facilitator**, ISU Graduate and Professional Student Research Conference April 2018

**Master’s Student Representative**, ISU Phorum August 2017-2018

**Conference Host**, Northeast Writing Centers Association April 2016

Conferences

“Endometriosis Warriors: Patient Accounts of (Mis)diagnosis, (Mis)trust, and Self-Advocacy.” Paper presented at the 19th International Conference on New Directions in the Humanities, June 2021.

Medical Humanities Forum Moderator, CGU School of Arts and Humanities, March 2021.

“Subverting the Patriarchy, Penetrating Male Dominated Stand-Up Comedy.” Paper presented at the Transforming Gender and Society Conference (TGS), April 2018.

“Evaluating Subversive Cultural Critique in Amy Schumer’s The Leather Special.” Paper presented at the Graduate and Professional Student Research Conference (GPSRC), April 2018.

“Get Up Stand Up: Investigating the Rhetorical Use of Subversion and Silence in Feminist Humor.” Paper presented at the Rhetoric and Professional Communication Colloquium, April 2018.

Awards and Fellowships

Graduate Student Council Travel and Material Award Spring 2023

First Place and Audience Choice Winner, CGU’s The Big Pitch Fall 2022

Grace Berry Award for Women in Graduate Studies AY 2022-2023

Center for Writing & Rhetoric, Writing Fellow Spring 2022

The Mountain Mover CGU Star Program Award Summer 2021

Graduate Student Council Travel and Material Award Spring 2021

Friedman Award Spring 2021

Graduate Student Council Fellowship Fall 2020-Spring 2022

Cultural Studies Fellowship Fall 2019-Spring 2021

Fosher Award for Excellence in Writing 2016

The Eder Creative Writing Scholarship 2015-2016

Trainings & Certificates

**College Teaching Certificate,** Preparing Future Faculty Fall 2021

**Queer and Trans Allyship Training**, Queer Resource Center Fall 2020

**Canvas LMS Training**, CGU Preparing Future Faculty Summer 2020

**WC Online**, trained as administrator of the CMS Summer 2020

References

Marcus Weakley, Director, Center for Writing & Rhetoric, CGU [marcus.weakley2@cgu.edu](mailto:marcus.weakley2@cgu.edu)

Quamina Carter, AVP Student Affairs & Dean of Students, CGU quamina.carter@cgu.edu

Eve Oishi, Associate Professor & Chair of Cultural Studies, CGU eve.oishi@cgu.edu