

CASSANDRA CAVERHILL

EDUCATION

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| Bowling Green State University Master of Fine Arts Creative Writing (Poetry) | 2021 |
| University of Chicago Certificate in Editing | 2018 |
| University of Windsor Honours Bachelor of Arts Drama & Communication Studies | 2008 |

EDITORIAL EXPERIENCE

Caverhill Editing Service LLC
Freelance Editor (2021–Present)
Consult with clients to recommend and undertake an appropriate level of editing (developmental, copyediting, proofreading) based on project objectives and timelines.

Mid-American Review
Associate Editor (2019–2020)
Reviewed poetry packets for publication consideration and attended weekly editorial meetings to discuss submissions. Copyedited journal page proofs and assisted with event preparation for the Winter Wheat Festival of Writing.

Caverhill Copyediting LLC
Freelance Editor (2018–2019)
Copyedited academic articles, novels, résumés and cover letters in Microsoft Word using track changes feature and presented clients with clean copies of materials in accordance with their approvals.

University of Michigan, Psychology Department
Office Assistant (2017–2019)
Duties included copyediting and proofreading a weekly lecture calendar, as well as writing, designing, and copyediting the department's monthly newsletter, both of which were delivered to 1,000+ recipients in MailChimp. Finally, I worked as a writer and proofreader for the department's semi-annual alumni newsletter, which had distribution to 5,000+ recipients.

Telluride Association
Managing Editor (2015–2017)
Reviewed, edited, and arranged the layout of the association's annual *Convention Proceedings*, a 300-page publication containing staff and committee reports, financial documentation and projected budgets, and by-law changes and resolutions. Completed the project six months earlier than all previous printings, thereby ensuring the book was distributed to all staff, executive board and branch members, and external stakeholders within the same calendar year of the convention represented.

TEACHING EXPERIENCE

The City of Windsor
Instructor (2023–Present)
Lead creative writing programming at Forest Glade Community Centre for adults and teens with a focus on contemplative reading, and prompts for generation of micro memoir, flash fiction, poetry and prose.

Bowling Green State University
Instructor (2019–2021)
Developed course syllabuses, grading schemas and course modules on Canvas. Created and presented major projects, assignments, activities and mini-lectures in the physical and virtual

classroom to build toward unit objectives. Provided students with detailed feedback on all writing projects, encouraged revision processes and implemented reflective practices to produce effective writing outcomes. Utilized end-of-semester portfolios for students to collect and comment on their own unique composition processes.

- **ENG 2050 "Craft of Poetry"** (Spring 2021)
Students learned how to read various poems with a critical eye, generated and refined new poems developed for class related to specific forms and techniques, and developed skills for providing critique in a detailed, succinct, and thoughtful manner.
- **ENG 0990 "Creative Writing Common Time"** (Fall 2020)
A requirement for all BFA Creative Writing majors, those enrolled attended virtual readings from current MFA students and visiting writers to participate in the public literary community at BGSU.
- **WRIT 1120 "Seminar in Academic Research"** (Spring 2020)
Research concepts such as methodology, argument, thesis, literature review, reference styles, and annotated bibliographies formed the basis of the course, which migrated online during coronavirus.
- **WRIT 1110 "Seminar in Academic Writing"** (Fall 2019)
Rhetorical concepts such as audience, context, purpose, genre, discourse community, and exigence were covered during the course.

PUBLICATIONS

Book

Mayflies, Finishing Line Press, 2020 (chapbook)

Literary Journals

"Shouldn't We Make Ourselves Known?" *Windsor Voices Initiative*, 2024

"Deluge," *Short Reads* (48), 2024 (online)

"Spotlights & Shadows," *Atticus Review*, 2021 (online)

"New Buffalo," *Peninsula Poets* 78:2, 2021

"Now That We Use TV-Tray Tables for Dinner, Our Transformation into a Middle-Aged Married Couple is Complete," *Coastal Shelf* (5), 2021 (online)

"Plan B," *Last Resort Literary Review*, 2021 (online)

"Pandemic Haircuts," *Reed Magazine* (154), 2021

"Portrait of My Sister after Drinking Transmission Fluid," *Into the Void* (19), 2021

"Blue July," *The Windsor Review* 53:2, 2021

"Out of Reaches," *Memoir Mixtapes* (10), 2019

"She's Lost Control," *Cæsura*, 2019 (online)

"Friday I'm in Love," "The summer is killing us," and "Thirteen," *Open Palm Print* (9), 2019

"Pomodoro," "Mayflies," and "Groom," *The Louisville Review*, 84 (Fall), 2018

"Blood Money," *Typishly*, 2018 (online)

"Mount Francis," *Great Lakes Review*, 2017 (online)

Book Reviews

Review of *RESPECT: The Poetry of Detroit Music* anthology for *Mid-American Review* 40:2, 2021

Review of Elizabeth Knapp's *Requiem with an Amulet in Its Beak* for *Mid-American Review* 40:1, 2020

HONOURS

2021 Poetry Society of Michigan Poetry Contest (Honourable Mention)

Founder's Prize – "New Buffalo"

2021 Coastal Shelf FuPo Poetry Contest (Finalist)

"Now That We Use TV-Tray Tables for Dinner, Our Transformation into a Middle-Aged Married Couple is Complete"

2021 Association of Writers & Writing Programs (AWP) Intro Journals Project

Poetry – "Pandemic Haircuts"

2019 Outstanding Teaching Associate (Nominee)

BGSU Creative Writing Department

PRESENTATIONS & READINGS

AWP Intro Journals Award Virtual Reading

YouTube (Summer 2021)

Virtual Prout Chapel MFA Reading Series

YouTube (Fall 2020)

Prout Chapel MFA Reading Series

Bowling Green, OH (Spring 2020)

Grounds for Thought MFA Reading

Bowling Green, OH (Fall 2019)

“Performing Poetry: The Audience is Listening”

Winter Wheat Festival of Creative Writing (Fall 2019)

“The Audience is Listening, and Answers”

Winter Wheat Festival of Creative Writing (Fall 2019)