

TERESA DIVIACCHI

EDUCATION

M.A., English Literature Sep '18 - Dec '20
San Francisco State University

- Thesis: Wrote a paper that examines hybrid, racial identity in contemporary American literature

M.S., Creative Writing Aug '14 - Nov '15
University of Edinburgh

- Thesis: Wrote a darkly humorous novella that contemplates the meeting of consciousness and self-identity

B.A., English & World Literature Sep '08 - May '12
Pitzer College

- Study Abroad, Nepal: Completed a research paper on financial corruption in government allocation of nonprofit funds

PUBLICATIONS, CONFERENCES, & COMMITTEES

Student Representative Mar '20 - Dec '20
Committee on Written English Proficiency (CWEP), SFSU

- Serve as student rep. on the all-faculty board for campus-wide policy for all writing related curriculum

Writer & Presenter Mar '20
Humanities Education & Research Assoc., Conference 2020

- Present paper on Native American life writing as an intra-cultural composite which draws on Indigenous, oral-storytelling traditions and the Western tradition of autobiographical writing

Writer & Editor Jan '19 - May '20
"Interpretations," SFSU Peer-Reviewed Journal

- Writer: Publish original essays on American Literature that deals with contemporary social issues such as homelessness and gender bias
- Editor: Survey submitted articles and collaborate with authors to edit long-form essays for publication

WORK EXPERIENCE

Marketing Administrative Assistant May - Dec '20
Fare Resources & Fare Community Kitchen

- Support the CEO and COO in the initial research and development stages of a company wide rebranding strategy after a pivot in business due to Covid 19
- Build project plans using Asana, schedule meeting across multiple calendars, and support in putting together project proposals
- Wrote and edited the majority of copy for the initial development and launching of the website for Fare Resources' nonprofit subsidiary, meal delivery company
- Member of the Employee Advisory Group: engage in an ongoing, internal dialogue with upper management about issues of racial in/justice and in/equality

Customer Service Representative Jan '18 - Jan '20
Purusha Yoga Ltd.

- Utilize MindBody and Wellness Living platforms to schedule appointments, help manage the class schedule, respond to client queries, and resolve membership issues
- Responsible for monthly, accounts payable, data pull; determine amounts owed, create invoices, and work with clients to settle account discrepancies
- Greet, check in, and direct 30+ new and returning students before and after each class

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🌐 teresadiviacchi.com

SUMMARY

I offer innovative solutions and a diverse perspective in the context of unexpected challenges. Fast paced environments appeal to my calm disposition and I'm at my best when finding ways to support my team.

*Dual Citizenship: United States & Europe

SKILLS

Administrative Support & Organization

From nonprofit, to academic, to private sector, I have learned to ask questions and take initiative in order to support teams and help manage projects in a wide variety of work environments.

Project-based Skills & Management

On-the-job training has meant learning everything from data entry to project plans, as well as the platforms and tools needed to manage these moving components.

Creative, Academic, & Professional Writing

I am especially skilled at writing in an approachable manner without sacrificing matter or eloquence.

Grammar, Style, & Syntax

I seek fluidity when writing. A piece should guide a reader from meaning to understanding with little, apparent effort.

INTERESTS

Yoga, coffee, books, deep conversation, making others laugh