

Michael S. Wallis

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Olympia, WA

Education

Bachelor of Arts, emphasis in Storytelling

The Evergreen State College, June 2023

Employment

Peer Tutor | The Evergreen Writing Center

Olympia, WA

2022-23

- Tutored student writing to improve clarity, voice, and strength of ideas
- Designed posters and promotional materials using graphic design software
- Performed outreach at multiple events and fairs
- Provided desk reception and appointment scheduling services
- Led training and supervised mock tutoring sessions for incoming student tutors

Graduate Assistant | The Evergreen Writing Center

Olympia, WA

2023-Present

- Acted as floor manager; ensured smooth and timely opening and closing of the center; supervised student tutors; provided support for any questions or other challenges that may arise during tutoring
- Created and managed media for Writing Center outreach; designed posters, flyers, videos, and other visual materials; designed and facilitated workshops
- Managed projects; led various student and tutor-facing projects; delegated, organized, and supported tutors as they worked on projects
- Collaborated with the administrator; took notes at meetings; created and managed tutoring schedule; performed various responsibilities of peer tutor role when necessary; self-directed professional development and research

Projects

Production Coordinator | Slightly West Literature & Arts Publication

2022-2023

- Assembled a dedicated production team; facilitated weekly planning meetings; created an online forum to discuss ideas and goals
- Navigated state bureaucracy; co-developed a budget narrative and spending plan; presented budgets and was approved by the S&A board
- Organized group travel to Seattle for the annual Association of Writers and Writing Programs (AWP) conference; attended panels
- Collaborated with publisher regarding book design and layout
- Organized and facilitated blind peer review; designed scoring criteria; interpreted scores; provided final input for the inclusion or rejection of each submitted artwork
- Authored a Preface, Acknowledgements, and organized Table of Contents
- Hosted "Launch Party" event; initiated relevant paperwork; advertised event
- Distributed 300 copies of Slightly West to community members