

Abigale Mazzo

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EXPERIENCE

Freelance Editor

2016–Present

- Edit and proofread manuscripts, technical reports, and digital publications for technical and research-heavy documents to meet project deadlines.
- Coordinate with authors, designers, and production teams to finalize publication-ready materials.

Writing Program Graduate Assistant — The University of Tulsa

2020–Present

- Develop and maintain documentation workflows for academic programs, assessment cycles, and curricular initiatives.
- Produce instructional materials, training documentation, and internal reports for departmental and accreditation use.
- Collaborate with faculty subject-matter experts across disciplines (STEM, health sciences, humanities) on multi-author documents.

Instructor of English – The University of Tulsa

2022-2025

Courses: Introduction to College Writing (ENGL 1004); Exposition & Argumentation (ENGL 1033); Writing for the Professions (ENGL 3003); First Seminar 1973

- Designed curriculum and digital materials emphasizing professional communication, persuasive writing, and multimedia storytelling.
- Created and taught courses specific to Engineering and Health Science Technical Writing.
- Taught diverse, multilingual student audiences using adaptive learning and visual communication strategies.

Assistant Director, Writing Center — The University of Tulsa

2021–2023

- Conducted quality reviews of institutional documentation, improving clarity, concision, and structure.
- Supervised writing consultants and supported multi-unit communication projects.

Testing Coordinator – Cameron University

2019-2021

- Administered and maintained documentation for standardized tests, including TOEFL, GRE, and CLEP, ensuring compliance with institutional and national testing standards.
- Created and updated testing manuals, procedural checklists, and reporting documentation.

Admissions Counselor – Cameron University

2018–2019

- Developed and implemented a comprehensive communication plan integrating social media posts, individualized student communications, print mailers, and website updates to improve outreach and conversion.
 - Created event presentations, recruitment materials, and promotional content for statewide engagement campaigns.
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EDUCATION

Ph.D., English Language & Literature — The University of Tulsa (*Expected 2025*)

M.A., English Language & Literature — Lindenwood University (*2020*)

B.A., English & Professional Writing — Cameron University (*2017*)

TECHNICAL SKILLS

Microsoft Word (Advanced) • Adobe Acrobat • SharePoint • Google Workspace • Basic HTML/CSS • IEEE, AP, APA & Chicago Styles • Document Control Systems