

Thomas Marchi, MFA ~ thm62@pitt.edu ~ Phone/Text 717.601.8503 ~ Pittsburgh, PA

Professional Summary

Multilevel, experienced English instructor with PA Instructional I certification (English 7-1), PA Program Specialist, ESL PK-12 certification, and an MFA in Writing. Skilled in facilitating diverse writing courses and developing inclusive curricula. Strong background in education, recruitment and corporate communication, with significant administrative experience.

Education

- Master of Fine Arts (MFA), Writing & Poetics, Naropa University, Boulder, CO
- Bachelor of Arts (BA), English Literature, Kent State University, Kent, OH
- Instructional I Certification, English 7-12, PA Dept. of Education Status Current/Valid, Susquehanna University, Selinsgrove, PA
- English as Second Language (ESL) Program Specialist Certification, Grades K-12, PA Dept. of Education: Status Current/Valid, Capital Area Intermediate Unit, Enola, PA

Teaching Experience

University of Pittsburgh, Part Time Instructor, Composition Program, Pittsburgh, PA

- **Engineering Communication in a Professional Context** (ENGCOMP 0412) Spring Terms 2024, 2025, 2026
As the direct follow-up course to ENGCOMP 0210, responsibilities are the reading, evaluating, grading assignments focused on the term's the core project—a significant research paper for the Swanson School of Engineering's Annual First-Year Engineering Conference (FYEC) on Sustainability.
- **Seminar in Composition: Engineering** (ENGCOMP 0210) Fall Terms 2023 – 2024
Primary professor responsible for a group of 26 Swanson School of Engineering (SSOE) first-year students. Under directors' team leadership, provided timely reading, evaluating, grading of assignments focusing on Engineering disciplines, practices, methods, ethics. Provided assessment and feedback to strengthen the students' knowledge and practice of the textual conventions required of university-and professional-level writing.
- **Written Professional Communications** (ENGCOMP 0400) Fall & Spring Terms 2022 – 2026
Facilitate student exploration of professional written communications, including letters, resumes, proposals, reports, memos, and emails. Other duties include daily instruction, lesson planning, administrative tasks, individual student support, curriculum guidance, and student progress meetings.
- **Workshop in Composition** (ENGCOMP 0152) Spring 2024
Responsibilities include grading assignments and enhancing students' writing skills and confidence in academic work. Duties also involve daily instruction, lesson planning, administrative tasks, individual student support, curriculum guidance, and conducting student progress meetings.
- **Seminar in Composition** (ENGCOMP 0200) Fall & Spring Terms 2021 - 2023
Facilitated opportunities to improve students' writing skills. Progressively, a deeper understanding is developed of how they and others use writing to interpret and share experiences, affect behavior, and position themselves in the world. Other duties included daily instruction, curriculum/lesson planning, administrative duties, individual student support beyond classroom time, curriculum guidance, and student progress report meetings.

- **Workshop in Composition (ENGCOMP 0150)** Spring 2024
Taught students with limited writing experience, focusing on building confidence and control in academic inquiry, analysis, and argument. Provided feedback on weekly assignments and guided revision and editing throughout the term.
- **ESL: Workshop in Composition (ENGCOMP 0152)** Spring 2023
Taught English-language learners to build academic writing skills and confidence through weekly assignments focused on inquiry, analysis, and argument. Guided students in revision and editing, culminating in a portfolio reviewed by a faculty committee.

Frostburg State University, Visiting Scholar, English Composition Department, Frostburg, MD

- **First-Year Composition (ENGL 101)** May - July 2024
Facilitated a six-week ENGL 101 course to 110 HUTB students (Changsha, China) in a Sino-US B.F.A. partnership with FSU. Through immersive instruction, students developed formal writing, research, and critical thinking skills, often exploring art-related topics and analysis.

U.S. Army War College, English Instructor, Resident Program Dept. Carlisle, PA Spring Terms 2018 – 2021

- Taught master's-level writing, composition, comprehension, critical thinking, and research to senior international military officers earning degrees in strategic studies. Responsibilities included daily instruction, lesson planning, administrative tasks, individual support, curriculum guidance, and student progress meetings.

Beijing Haidian International School, English Teacher, Beijing, CN Fall Terms 2015 – 2019

- In the English immersion department (Grades 1–6), delivered American English curriculum. Duties included classroom coverage, administrative tasks, support for students and teachers, curriculum guidance, and progress meetings.

Harrisburg Area Community College, Adjunct English Faculty, Gettysburg, PA Fall-Spring Terms 2012 – 2014

- Taught multiple levels of English composition and writing courses, reinforcing grammar, syntax, essay writing, and citation skills. Developed students' critical thinking through discussions, group projects, and research assignments.

Note: Some Spring 2020–2022 courses conducted via Zoom and Canvas under COVID-19 protocols.

Communications/Managerial/Administrative Experience

Director of Recruitment, Beijing Haidian International School Dept., Beijing, CN 2017.01 – 2020.03

- Collaborated with department leaders to advertise faculty positions, detailing salary, benefits, job duties, and education requirements. Sourced applicants through various channels and managed the selection process, including interviewing, screening, and recommending finalists. Additionally, I assisted new hires with work permits, Visa documentation, housing, benefits, and on-site onboarding.

Managing Editor of Corporate Communications, Rite Aid Corporation, Public Relations Dept., Corporate Office, Camp Hill, PA 2001.02 – 2004.10

- Fulfilled key role in the company's organizational achievement plan to inform and educate the workforce. Transitioned from audio-visual to written communication for high-level messages. Founded and coordinated The Rite Times, a monthly corporate print magazine with a circulation of over 73,000 employees, aimed at motivating career growth and enhancing the company's sales, reputation, and strength.