

Rachel K. Webster

EXPERIENCE

Overland Consulting Inc. – *Research/Administrative Assistant*

October 2024 – Present

- Filing Accounts Payable paperwork
- Downloading, printing, and filing new contract documents
- Copyediting project proposal and report drafts
- Reviewing state websites for potential consulting projects
- Completing literary research tasks as assigned

Shari Webster, Real Estate Consultant – *Assistant*

March 2024 – Present

- Managing social media presence
- Listing photography
- Additional administrative duties as assigned

Family Health Care, Inc. – *Personnel Coordinator*

June 2022 – May 2023

- Managing time clock and payroll systems
- Processing weekly and quarterly taxes
- Recruiting new staff for medical and administrative rolls
- Managing Facebook, Twitter, and Instagram presence
- Copyediting new procedures and employee manuals

The Eighteenth-Century Theory and Interpretation – *Editorial Assistant*

August 2022 – December 2022

- Learning and practicing the basic conventions of editing and publishing
- Working with a small team of fellow Editorial Assistants to copy edit literature reviews for the academic journal

Eleven40seven: TCU's Journal of the Arts – *Copyediting and Social Media Intern*

August 2021 – May 2022

- Reviewing and providing feedback for submissions from university students
- Copyediting staff content for the website and accepted submissions for the journal
- Creating and scheduling social media posts regarding both the journal and local art related events on various platforms

TCU Press – Editorial Intern

August 2020 – December 2020

- Learning and practicing the basic conventions of editing and publishing
- Copyediting sections of *Metro Music: Celebrating a Century in of the Trinity River Groove* by Gene Fowler and William Williams

NMU College of Graduate Education – Student Office Assistant

October 2018 – December 2019

- Answering phone calls, emails, and walk-in inquiries
- Processing and filing student application materials
- Creating and distributing advertisement materials for events

EDUCATION

University of Missouri – Kansas City – Master of Arts in English

August 2022 – December 2023, Kansas City, MO

Manuscript, Print Culture, and Editing Emphasis

Texas Christian University – Bachelor of Arts in Writing

January 2020 – May 2022, Fort Worth, TX

History Minor

Northern Michigan University – Certificate in Deaf Studies

August 2018 – August 2020, Marquette, MI

My proficiency in American Sign Language and knowledge of the Deaf community and their history makes me specially qualified to work with this demographic in almost any workplace setting.

RESEARCH

UMKC M.A. Culminating Experience Project – Power of the Papers: How the Nationalist Press Utilized Ireland's Poetic Traditions to Communicate a Home Rule Rhetoric

August 2024–December 2024, Lawrence, KS

As the final project for my graduate program, I wrote a research paper on a specific genre of the Irish nationalist print culture that had not yet been studied in depth: the poetry published in the nationalist youth periodicals. This process consisted of secondary background research as well as primary source research in the form of an in-depth case study of the poetry published in the *Shamrock*, a popular nationalist youth periodical published between 1866–1912. The poetry was analyzed for recurring themes relating to nationalism, such as: Irish myths and legends, the island's natural beauty, looking back fondly on childhood, British imperialism, and immigrant stories. I made several trips to the University of Kansas to conduct my primary research in-person at the Kenneth Spencer Research Library.

NMU Freshman Fellows

August 2018 – May 2019, Marquette, MI

- Working with faculty mentor Dr. Kia Jane Richmond to analyze student responses to surveys and discussion prompts regarding the portrayal of mental illness in Young Adult literature and making note of trends
- Creating and presenting a poster that displayed my findings

PRESENTATIONS

Webster, Rachel. “Use of Visual Discourse Analysis and Qualitative Coding to Gauge Student Understanding of the Stigmas Associated with Mental Illness,” Northern Michigan University Celebration of Student Scholarship. Marquette, MI, 2019.

VOLUNTEER WORK

Ronald McDonald House Charities – *Welcome Desk Volunteer & Tutor*

May 2024 – Present

Family Health Care, Inc. – *Event Volunteer Coordinator*

June 2016 – June 2023

Special Olympics Lee’s Summit – *Peer Mentor*

August 2017 – May 2018