

Carol Mitchell, MBA, MFA Candidate
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SUMMARY

Author, editor, reviewer, and educator. Innovative, energetic Project Manager known for delivering quality, ROI balanced projects to satisfied internal and external customers. MFA Candidate, Certified in Professional Editing. MBA, Information Systems and Finance, Wharton School. Excellent communication and technical skills.

EDUCATION & TRAINING

- MFA Candidate, Fiction, George Mason University, June 2020
- Certificate in Professional Editing, Professional Sequence in Editing, University of California, Berkeley, April 2012
- Certified Project Management Professional, 2006
- MBA, Information Systems and Finance, The Wharton School, University of Pennsylvania, Philadelphia, PA, 1995
- BS, Accounting and Economics, University of the West Indies, Barbados, W.I., 1991
- Certified Microsoft Visual Basic Developer

ACCOMPLISHMENTS

George Mason University , Virginia, USA	2018-present
Graduate Teaching Assistant	
Teaching Undergraduate English Literature, Composition, and Creative Writing	
ESL Writing Group Facilitator	
Manage two groups of graduate student writing groups	
Writing Center Tutor	
Provide support to undergraduate and graduate writers	
Curie Learning Center	2018-present
English Tutor to two groups of elementary school students	
CaribbeanReads Publishing , St. Kitts, West Indies	2009-present
Founder	
Editor and Writer at this independent publishing firm.	
Leyton Microcomputer Services , St. Kitts, West Indies	1991-present
Management Consultant	
Provide on-going management direction and guidance on current and future projects	
Currently not involved in day-to-day activities.	
Anasesem Online publication	2011-2012
Children's Editor	
University of the West Indies , University Center	2009
Lecturer in Information System Design	
IPA Energy and Water Consultants , Ireland	October 2007-May 2008
Information Technology Expert on a Specific Project	
GRAVITAS Capital	2005-2014
Independent contractor advising GRAVITAS on all information technology issues and manages all IT related projects	

Deloitte Touche Tohmatsu	2002-July 2007
Independent contractor who designed and developed enhancements to a key business application and database management systems.	
Cable & Wireless, St. Kitts, West Indies	1998-1999
Acting Manager, Caribbean Cellular	
E.J. Bell & Associates, Inc., Springfield, VA	1995-1996
Senior Consultant	
Eastern Caribbean Central Bank, St. Kitts, West Indies	1992-1994
Consultant/Analyst	

MAGAZINE CONTRIBUTIONS

Reviewer at carolmitchellbooks.com	2012-present
Zing Magazine, Writer of CaribbeanReads page on Caribbean Literature	2014-present
NovelSpaces Blog, Monthly contributor on experiences as a writer	2010-present
KittivisianLife.com Bi-monthly Contributor on my experiences in Ghana	2010-2012

SHORT STORY PUBLICATIONS

Interviewing the Caribbean (IC)	September 2015
Akashic Books: Mondays are Murder series	July 2015
The Institute of Caribbean Studies	June 2014
Cave Hill Journal of Creative Writing, the University of the West Indies	2013, 2017

ADDITIONAL ACTIVITIES

George Mason University Writers In Schools Program	2017-present
Conduct creative writing workshops for elementary and high school students.	
Guided eleventh grade students at Thomas Jefferson High School in a team taught course in persuasive writing which culminated in the students presenting their essays in a café-style setting at the school.	
Conducting an after-school fiction and non-fiction creative writing workshop for fourth graders at a private school.	
Co-Founder of 'Plant A Seed To Read' Program	2014-present
This program, currently in pilot stage, is aimed at providing books with local context and curriculum support to elementary school children in the Federation of St. Kitts and Nevis.	
Volunteer Reading Tutor with Reading Partners Washington D. C.	2014-2016
Tutored elementary-aged students in a DC Charter school	
President of the Association of Spouses of Heads of Mission of Ghana	2011-2012
President of the United Nations Spouses Association of Ghana	2010-2012
Served two terms as President of the association. Spearheaded a project to construct a school in a rural area of Ghana.	
Volunteer Reading Tutor at Irish Town Primary School, Basseterre St. Kitts	2007