

CURRICULUM VITAE

Roy L. Burkhead, MFA
P.O. Box 1708
Mount Juliet, TN. 37121
(615) 999-3349
rlb2@tds.net
<http://www.rlburkhead.com/>

EDUCATION

The Naslund-Mann Graduate School of Writing, Spalding University, Louisville, Ky.

Degree: Post-Master's Certificate in Writing Enrichment–Fiction Concentration (2024)

The program included a ten-day residency in Quebec City, Canada. (Summer, 2023)

Degree: Post-Master's Certificate in Writing Enrichment–Poetry Concentration (2023)

The program included a ten-day residency in Paris, France. (Summer, 2022)

Degree: MFA in Writing—Fiction Concentration (2004)

Creative Thesis: *the e-postle* (novel)

Critical Thesis: The Study of the Short Stories and Lyrics of Two Contemporary Writers:
Rosanne Cash & Steve Earle

Graduation Lecture: The Devil in the High-Tech Details—Literature at the Turn of the 21st
Century

Western Kentucky University, Bowling Green, Ky.

Degree: Bachelor of Arts (1993)

Major: Print Journalism

Minor: English

Additional Degree: Associate of General Studies (1992)

Technology Applications & Tools:

Microsoft Applications: Word, Excel, Outlook, PowerPoint, FrontPage, Visual SourceSafe, Project, Publisher, Visio, and SharePoint.

Online Help: Doc-to-Help, RoboHELP, HTML Help, and HDK.

Adobe Creative Cloud: Photoshop, Illustrator, InDesign, and Dreamweaver.

Additional Adobe Applications: Acrobat X Pro, Bridge, FrameMaker, and PageMaker.

Atlassian Tools: Confluence and Jira.

Video Editing Applications: Adobe Premiere Pro and FASTEC FasMotion Controller Software.

Photo/Video Gear: GoPro7, Cannon SLR T2i/T5 cameras, and FASTEC IL3 high speed camera.

MILITARY SERVICE

Served in the United States Navy from 1986 to 1990 as a Cryptologic Technician Operator (CTO). In June 1986, I earned a certificate in Cryptography/Telecommunications. (Honors Graduate)

Military Education: United States Navy "A" School (1986)

Certificate: Cryptography/Telecommunications

Additional Training/Courses: Cryptology in National Security (1987), Security & Emergency Destruction (1987), Telecommunications Technical Control (1989), and Naval Fleet Tactical Cryptologic Management (1989).

LEADERSHIP EXPERIENCE

Since 1998, I've created and managed several editorial and Web teams consisting of content managers, HTML developers, writers, photographers, poets, fact checkers, professors, and graphic designers from such job pools as the general workforce, college interns, and student workers.

DISTINCTIONS

My poem "MEMORANDUM: To Whom It May Concern" is scheduled for publication in the forthcoming issue of *The Louisville Review*, Number 93.

April 2021, nominated for the Paul Engle Prize for my work with The Writer's Loft (now known as MTSU Write) and the *2nd & Church* literary journal. The annual prize from the IOWA City UNESCO City of Literature honors an individual who, like Paul Engle, represents a pioneering spirit in the world of literature through writing, editing, publishing, or teaching, and whose active participation in the larger issues of the day has contributed to the betterment of the world through the literary arts.

Editorial Consultant for Former Astronaut Rhea Seddon: I edited *Go for Orbit*, the memoir of Dr. Rhea Seddon. She published the book in 2015, and it is in a third printing. I developed and launched Dr. Seddon's first web site, and I worked with her as an editorial consultant until 2018.

From 2012-2016, I was editor of *2nd & Church*, a literary journal celebrating writers, poets, and readers. Our goal was to be inclusive of many different types of writers and writing, including journalism, creative nonfiction, technical writing, literary fiction, poetry, writing for children, songwriting, translation, and commercial fiction. To produce and publish each issue, I managed nearly 20 team members that included writers, poets, graphic designers, photographers, fact checkers, and layout/design people in five states. Cover Stories/Interviews:

Issue 1: Inaugural Issue, featuring International Crime Novelist J.T. Ellison

Issue 2: Poetry Issue, featuring Tennessee Poet Laureate Margaret Britton Vaughn

Issue 3: Memoir Issue, featuring Physician and Former Astronaut Rhea Seddon

Issue 4: Journalism Issue, featuring Southern Journalist John Egerton

Issue 5: Hemingway Issue

Special Issue: Spalding University MFA Homecoming Issue

Issue 6: Theatre Issue, featuring Nashville Shakespeare Festival Artistic Director Denice Hicks
Issue 7: Fiction Issue, featuring Novelist Sena Jeter Naslund
Issue 8: Southern Food Issue, featuring Southern Chef Sean Brock

Alabama Writers' Conclave 2017 Flash Fiction Judge: I served as the flash fiction judge for the 2017 annual convention of the Alabama Writers' Conclave. The conclave was organized in 1923, and it is today one of the oldest continuing writing organizations in the United States.

Alabama Writers' Conclave 2014 Fiction Judge: I served as the short story judge for the 2014 annual convention of the Alabama Writers' Conclave.

Short Story and Poetry Judge, The Pensters Writing Group. This popular writing group is based in Fairhope, Alabama. In 2014, I served as the judge of the organization's short story and poetry contests.

Appeared in *Country Goodness Recipes of Tennessee Celebrities*, published on November 1, 2010. The cookbook contains hundreds of recipes from Tennessee artists, writers, athletes, sportsmen, actors, and musicians. Contributors include such people as Trace Adkins, Billy Ray and Miley Cyrus, Jack Hannah, Ashley Judd, Martina McBride, David Sacks (founder of PayPal), and Reese Witherspoon.

One of 15 competitively-chosen writers to participate in WKU's 2009 Winter Writing Workshop. Novelist Silas House instructed the writers on such aspects of creating writing as dialogue, setting, point of view, and much more.

Excalibur Press published my short story "Jingle Bell Topography" in its anthology, *Christmas Is a Season!* Publication date: November 2008.

Nominated for the Association of Writers & Writing Programs' (AWP) George Garrett Award for Outstanding Service in Literature for the creation of The Writer's Loft certificate in creative writing program at Middle Tennessee State University. (Now known as MTSU Write.)

Jason Gross, editor of the webzine *Perfect Sound Forever*, selected my MFA ECE as one of the best pieces of music writing for 2004, placing it in the top category of "Super-Scribing Awards: Best Writing of the Year." According to Gross, "though it plays up the romantic notion of Earle and Cash as commercial outsiders, this does a brilliant job of delving into their worldviews, via songs."

Awarded 'Honorable Mention' in the 1992 Kentucky Intercollegiate Press Association's newspaper contest for general interest column in WKU's paper, *The College Heights Herald*.

ACADEMIC EMPLOYMENT/ADMINISTRATION (@ MTSU)

Coordinator of Marketing and Development, MTSU's Division of Continuing Studies and Public Service (May, 2002 – June, 2006). Provided communication and marketing support to nearly 30 managers and workers in two areas: Academic Outreach and Distance Learning (AODL) and Professional Development and Personal Enrichment (PDPE). Responsibilities included:

- Developing a marketing plan, including all advertising, merchandising, publicity, events, and promotions;
- Creating a production schedule for three course catalogs, an annual report, literary journals, and numerous brochures, pamphlets, posters, and other marketing materials;
- Daily operations of a Web site, providing support to such areas as evening school, correspondence study, online education, telecourses, and noncredit courses; and
- Such writing duties as writing columns for internal MTSU publications and ghostwriting for the dean.

Founder/Director, MTSU's The Writer's Loft (2002-2005). Planned, created, and launched The Writer's Loft, a low-residency certificate in creative writing at Middle Tennessee State University. Now known as MTSU Write, it is structured as a three semester, stand-alone program for the nontraditional student who wishes to develop as a writer, but is not interested, or cannot attend, a traditional degreed writing program. In addition, I was the founding editor of the program's literary journal, *The Trunk*.

Web and Marketing Support for Young Writer's Loft (Summer 2005). Created the Web site and provided marketing support for Summer Youth University, including Young Writer's Loft, a five-day creative writing workshop for junior and senior high school students. Based upon MTSU's successful Writer's Loft, this program included a public reading, feedback on student work, and the production of a student magazine.

Academic/Volunteer Service

- 2021 Shakespeare in the Park volunteer for the Nashville Shakespeare Festival.
- 2020 Post-Graduate Residency Assistant (PGRA) at Spalding University's Naslund-Mann Graduate School of Writing. Traditionally, a PGRA assists in the office, records lectures, escorts guests or prospective students, participates in a workshop, and so on. In 2020, due to coronavirus restrictions, Spalding's on-campus residency was a virtual event. PGRA duties consisted of starting and ending Zoom-based meetings, providing real-time technical support if/as needed, recording meetings, capturing chat sessions, and completing other duties as assigned.
- 2019 Marcum Day of Service volunteer at Second Harvest Food Bank of Middle Tennessee.
- 2016 Winter Shakespeare volunteer for the Nashville Shakespeare Festival.
- 2013, 2014, 2015, & 2016 Shakespeare in the Park volunteer for the Nashville Shakespeare Festival.
- 2013 Editorial Day of Public Service participant at John Early Museum Magnet Middle School.
- Participated in Meals on Wheels.
- Provided IT support for American Heart Association silent online auction.
- Search committee for Professional Development and Personal Enrichment (PDPE) director.
- Member of college's Planning Team.
- Coordinated college advisory board meetings.
- Provided IT and marketing support to dean's office for annual budget meeting.

ACADEMIC TEACHING EXPERIENCE & EMPLOYMENT HISTORY

Adjunct Faculty, Western Kentucky University. Bowling Green, Kentucky. (2008 - Present)

- **Fall 2008:** Taught one section of English 300-Writing in the Disciplines.
- **Spring 2009:** Taught one section of English 300 (online) and one section of English 100-Introduction to College Writing.
- **Fall 2009:** Taught one section of English 200-Introduction to Literature, one section of English 300 (online), and one section of English 203-Creative Writing (online).
- **Spring 2010:** Taught one section of English 300 (online), one section of English 200 (online), and one section of English 200.
- **Fall 2010:** Taught three sections of English 300: two online and one as a night class each Wednesday evening.
- **Fall 2011:** Taught one online section of English 300.
- **Spring 2012:** Taught two online sections of English 300.
- **Fall 2012:** Taught two online sections of English 300 and one online section of English 200.
- **Spring 2013:** Taught one online section of English 300 and one online section of English 200.
- **Fall 2013:** Taught one section of English 200 as a night class each Wednesday evening.
- **Spring 2014:** Taught one online section of English 300.
- **Fall 2014:** Taught two sections of English 300: one online and one as a night class each Wednesday evening.
- **Spring 2015:** Taught one online section of English 300.
- **Fall 2015:** Taught three online sections of English 300.
- **Spring 2016:** Taught one online section of English 300.
- **Fall 2016:** Taught one online section of English 300.
- **Fall 2020:** Taught one online section of English 200.

CORPORATE EMPLOYMENT HISTORY

Contract Technical Writer, USTECH SOLUTIONS (Point32Health) (2022-2023)

I was a contractor with USTECH SOLUTIONS, working remotely to create network infrastructure documentation in support of the merger of Tufts Health Plan and Harvard Pilgrim Health Care, two New England nonprofit health care companies. The new parent company is Point32Health. Products included the Incident Management Ops SOP, knowledge base article guidance and writing standards, and the conversion of legacy documentation to new doc templates--including cybersecurity documentation.

Contract Technical Writer, Knowledge Services (TDOE) (2021-2022)

I was a contractor with Knowledge Services, working as a member of the Tennessee Department of Education's District Technology Team. I was charged with creating cybersecurity documentation (FAQs, User Guides, Individual Action Plans, et cetera), supporting the rollout of the CIS Controls Self-Assessment Tool Pro (CIS-CSAT Pro) to each educational district throughout the State of Tennessee. The Center for Internet Security (CIS) is the global governing body for securing IT systems and data.

In addition, I created both the documentation project plan and the overall documentation for the Tennessee Education Data System (TEDS), an on-going initiative to develop a new core data infrastructure for all state reporting and applications, allowing stakeholders from the state-level to the classroom-level to engage with more meaningful data in improved and innovative ways. And, I created (and maintained) a MS SharePoint-based support site that the team used to track the documentation lifecycle and house writing standards, editorial assets/resources, and so on.

Technical Writer, JR Automation (2020-2021)

I created technical manuals to accompany robots and machinery built in the Nashville facility. Duties included the assembly of hard copy and digital manuals, as well as ensuring the documentation met project specifications. Internal documentation covered the technical writing procedures, video camera operations, and so on.

In addition, I used an assortment of cameras to create and maintain photographic and video archives for each documentation project. Photos were used in the manuals and covered the in-progress, station, tear down, and shipping processes for a project. I produced normal, high-speed, and stop motion videos upon request. Customers requested video multimedia files, project managers used them for troubleshooting, and subject matter experts used them to explain a variety of procedures.

Technical Writer, Marcum LLP (2018-2020)

I created an assortment of documentation at Marcum LLP, one of the largest independent public accounting and advisory services Firms in the nation. Documentation included user guides, installation instructions, sales slicks, implementation manuals, Visio flow charts, and various products supporting the Firm's mergers. In addition, I used SharePoint to document technical writing and editing standards and procedures.

Technical Writer, TMW Systems (2018)

I created documentation in support of quarterly software releases for Innovative Web Edition, TMW's management solution for the trucking industry. Documentation included release notes, user guides, sales slicks, implementation manuals, and installation guides. TMW Systems is a leading provider of enterprise software primarily to transportation and logistics operations.

Technical Writer III, Change Healthcare (2016-2018)

I was a member of a 17-person team, consisting of a manager/project lead, two technical writers, and 14 Service Performance Analysts (SPAs). Working within Training, Quality Assurance, and Documentation (TQAD), I helped train the SPAs to create operational procedures for a Confluence-based online library. In addition, I worked with a fellow-technical writer to create and maintain the SPA Toolbox, the digital infrastructure that houses the team's training materials, writing standards, editorial assets/resources, and so on.

Technical Writer, Electrolux (2012-2016)

I was a member of the Literature Team, responsible for creating a variety of product documentation in support of the assembly lines at the Springfield, Tennessee plant. In addition, I was responsible for documentation associated with products being moved from the company's Canadian plant to its new assembly lines in Memphis, Tennessee.

I created and maintained the Electrolux Style Guide, presented as part of the company's corporate Intranet. This site provides the company with information and resources essential for achieving a consistent writing style, ensuring: 1) literature conforms to template styles; 2) new writers and employees are aware of existing styles and grammatical decisions; 3) improved consistency within/among documents, especially when multiple writers are involved; 4) no need to reinvent the wheel for every document and project; and 5) a reminder of style decisions for all technical writers.

Technical Writer - Advanced, HP Enterprise Services (2011-2012)

I was a member of the Documentation and Training Team, a group of writers, editors, trainers, and technology professionals supporting the Bureau of TennCare's operations. I was the primary editor for four functional areas and two projects, as well as the secondary and tertiary editor for three functional areas and three projects. Each month, I handled approximately 30 documents as I worked with an international group of testers, business analysts, and system engineers to edit and prepare the following: 1) requirements analysis documents; 2) business design documents; 3) technical design documents; 4) test plans; 5) defect analysis documents; and 6) user guides. I ensured a document review turnaround time of 48 hours or less. In addition, I wrote numerous articles for the HP-TennCare quarterly newsletter, created educational information as needed, and performed other writing and editorial tasks, as assigned.

I created and maintained the HP-TennCare Style Guide, presented as part of HP's corporate Intranet: the HP-TennCare Internal Account Portal. This site provided the account with information and resources essential for achieving a consistent writing style, ensuring: 1) documents conform to template styles; 2) new writers and employees are aware of existing styles and grammatical decisions; 3) improved consistency within/among documents, especially when multiple writers are involved; 4) no need to reinvent the wheel for every document and project; and 5) a reminder of style decisions for all authors and technical writers.

I was a member of Hewlett-Packard's Editorial Review Board (ERB). The ERB is composed of writers and editors across HP, providing a diverse range of experience and using a variety of authoring tools and publication methods.

Technical Writer II, Trane (2006-2011)

Online Education: Used four Web sites and the company's electronic library to instruct the company's HVAC personnel (product managers, service/marketing engineers, and installation personnel in the field) on installation, maintenance, and operational procedures for four product lines.

Traditional Literature: Worked with two printing companies and one internal print-on-demand center to maintain proper levels of instructional literature on the assembly lines.

Coordinator of Marketing and Development, MTSU's Division of Continuing Studies and Public Service (2002-2006)

The Writer's Loft: Via the program's orientation weekend, I instructed the students on the program's curriculum, expectations, requirements, operational procedures, and so on. In addition, I served as advisor to new students, evaluating their work and advising them in a genre of writing/study.

Online Education: Used the college's Web site to create and provide instructional materials to such operational areas as summer school, evening school, correspondence study, online education, telecourses, and noncredit courses. Hired and trained a series of student workers in Web development/administration, layout/design, and business writing to help maintain the site and provide customer service to the different operational areas.

Director of Marketing, Tennessee Nurses Association (2001-2002)

Developed and implemented the organization's marketing plan and communications program, planned/implemented yearly events, created the company's annual report to the board of directors, and created and maintained an Internet site.

Cybrarian, ClientLogic Corporation (2000-2001)

Created and maintained ClientLogic University (CLU), a global Intranet that provided real-time RFPs, proposals, client profiles, competitive information, and other strategic data to senior management and the sales force in 28 global sites. Hired and trained a full-time worker and a college intern in Web development/administration, layout/design, and business writing to help maintain the site.

Technical Writer, Deloitte & Touche (1998-1999)

Created and maintained the company's SAP Education Intranet, a national Web-based online system for SAP, Systems Applications and Products in data processing. Using this site, I/we instructed employees across the country on the following SAP modules: Human Resources, General Ledger, and Accounts Payable. Trained a contract employee on the development tools, including MS FrontPage, MS HTML Help, the HDK Winhelp application, and various MS Office applications.

Senior Technical Writer, Computer Sciences Corporation (1998)

As a member of the documentation team using the Online Help tool Doc-to-Help, I helped this contracting agency convert a French insurance application to English.

Technical Writer, The MEDSTAT Group/Inforum (1996-1998)

Provided instructional support by creating Online Help, training manuals, and software installation guides for such medical products as Outcomes Analyst, Demand Modeling, and Health Plan Management.

Technical Writer, DataQuest Corporation (1994-1996)

Provided instructional support by creating and maintaining Online Help for the corporation's financial management software applications, including General Ledger, Accounts Payable, and Payroll/Personnel systems.

Residential Counselor, Monroe Harding Children's Home (1993-1994)

Instructed teen-age boys on such topics as job hunting skills, high school study habits, checking account finances, home/cottage maintenance, and so on.

Newspaper Reporter, *The News Examiner* (1992-1994)

I learned how to deliver quality products on a deadline and how to work under pressure. In addition to writing news and feature stories, I was responsible for taking and developing photographs.

Technical Writing Intern, Hill's Pet Nutrition (Summer, 1991)

I spent the summer writing an operations manual for the assembly line at Hill's Pet Nutrition in Bowling Green, Kentucky.

ADDITIONAL TEACHING ACTIVITIES

- Participated in optional novel-in-progress workshop at Spalding University's Naslund-Mann Graduate School of Writing. Read four manuscripts and met for four, two-hour sessions—offering feedback and instruction.
- Read creative thesis and offered critical feedback to fellow MFA student as part of program criteria.
- Served as discussion leader at the Writer's Loft Spring 2004 fiction workshop.

SCHOLARLY ACTIVITY

Southern Festival of Books: Author Host

October 2017

Nashville, Tennessee

I hosted an author session for Andrew Farah and his biography, *Hemingway's Brain*.

Southern Festival of Books: Hospitality Volunteer

October 2017

Nashville, Tennessee

I spent a day at the festival volunteering to help authors as they arrived to, and departed from, the event.

Southern Festival of Books: Author Host

October 2016

Nashville, Tennessee

I hosted an author session for Tim Champlin and his biography, *The Wild West of Louis L'Amour*.

MTSU Write Lecture

September 2016

Murfreesboro, Tennessee

I gave a lecture entitled, "Living a Proactive Literary Life" at the Write creative writing conference, located at Middle Tennessee State University.

Chattanooga Writers' Guild Panel Discussion

May 2016

Chattanooga, Tennessee

I participated in an editorial panel discussion on publishing strategies.

Panel: The Public Service Side of the Book Business.

October 2014

Nashville, Tennessee

I served on this panel at the 2014 Southern Festival of Books with Tennessee Poet Laureate Margaret Britton Vaughn, award-winning poet Bill Brown, and Southern Novelist River Jordan.

The Pensters Writing Group Presentation

March 2014

Fairhope, Alabama

I traveled to Fairhope in 2014 to give a presentation to the Pensters Writing Group on the work we were doing at *2nd & Church*.

Chattanooga Writers' Guild Presentation

October 2012

Chattanooga, Tennessee

I gave a presentation to the guild's membership during their "Evening with an Editor" event.

Chattanooga Writers' Guild Panel Discussion

May 2012

Chattanooga, Tennessee

I participated in a panel discussion with area editors and publishers on the state of publishing.

The Trunk

Founder of The Writer's Loft's literary journal and editor for the following issues: Fall 2003, Fall 2004, Summer 2005, and Summer 2006.

Panel Discussions

Coordinated with area writers, editors, and literary agents (panelists) to present the following Writer's Loft panels, each open to the public and held at area bookstores:

- Getting Published: From Manuscript to Book (November 2003)
- A Literary Oxymoron: Making Money Making Fiction (March 2004)
- Breaking In: Working on Your Lucky Break (October 2004)
- To Agent or Not to Agent (January 2005)

Creative Writing Workshops

Coordinated with area writers to offer the following Writer's Loft workshops:

- Common Errors of the Novice Writer
- Enjoying the Puzzle: Writing Poetry
- Critical Reading to Learn Writing Skills
- A Guide to Self-Publication
- Screenwriting for the Movies
- Creating Your Novel
- Short Story and Novel Feedback
- How to Sell Your Novel
- Creative Process for The Memoir
- Follow the Golden Thread from The Triggering Town
- How to Become a Published Author
- Poet's Life, a Clue to the Poem
- Putting the Creative in Nonfiction

- Text as Mentor
- The Elements of Fiction and Their Use in Crafting
- The Narrative Line in the Short Story: Methodology

Creative Writing Lectures

Coordinated with area writers to offer the following Writer's Loft lectures:

- A World in Every Word: Metaphor and Poetic Gravity
- Beyond the First Draft: Going Deeper
- Out of Fear
- Plot & Fiction
- The Architecture of Fiction
- The Fundamentals of Fiction
- The Premise from Which All Things Dangle
- The Living Rocks: Poetic Consciousness
- Writing that First Novel

Publications-Fiction

Excalibur Press published my short story "Jingle Bell Topography" in its anthology, *Christmas Is a Season!* Publication date: November 2008.

"Topography." *Muscadine Lines: A Southern Journal* (Spring 2007)

Publications-Articles in Journals

"The Study of the Short Stories and Lyrics of Two Contemporary Writers: Rosanne Cash & Steve Earle-Part One." *Chapter&Verse* (Autumn 2004).

"The Study of the Short Stories and Lyrics of Two Contemporary Writers: Rosanne Cash & Steve Earle-Part Two." *Chapter&Verse* (Spring 2005).

"Nashville Book Launch: *The Messenger of Magnolia Street*." *The Trunk* (Summer 2006): 25.

"Aspiring Writers Smash Glass at Inaugural TWA Conference." *The Trunk* (Summer 2006): 26-27.

Publications-Essays

"The Apparition of Shelby Foote." *Muscadine Lines: A Southern Journal* (2005)

"Shakespeare and Company 2.0: Festivals, Forward Thinking Ignite New Century for Age-Old Paris Bookshop." *Book Strumpet* (July 2008)

"Ruminations along Rue de la Bucherie on The Writer's Loft." *The Record* (2005)

"Continuing studies changes with time." *The Record* (2003)

"From the Page to the Screen: My Dog Skip." *Word Strumpet* (2008)

"The Writer's Loft: Carriage Return; Indent." *The Writer's Loft* (2006)

“Reading 2.0.” The Writer’s Loft Fall Newsletter (2008)

Reviews

Hemingway’s Paris and Pamplona, Then and Now: A Personal Memoir (2001), by Robert F. Burgess. *The Trunk* (Summer 2006): 30-31.

RUNNING WITH THE BULLS: My Years with the Hemingways (2004), by Valerie Hemingway. *PopMatters* (2004): online.

LANGUAGES

French, Russian