

RICHELLE PUTNAM

Project Manager | Senior Editor | Author | Writing Instructor | Marketer
601-880-1089 | richelleputnam@gmail.com | www.richelleputnam.com

EDUCATION

University of North Alabama

MA in Writing | 2022–2023

Western Governors University

BS in Marketing Management | 2019–2021

HONOR SOCIETIES

- Phi Kappa Phi
- Sigma Tau Delta

AWARDS

- Moonbeam Children’s Book Award – Silver Medal
- Foreword INDIES Book Award – Bronze Medal
- Writer’s Digest (multiple categories)
- Mississippi Arts Commission Literary Fellow (2014, 2020)

PROFILE

Experienced Project Lead, Senior Editor, writing instructor, and award-winning nonfiction author with an MA in Writing and over 15 years of expertise guiding content from concept to completion. Adept at aligning messaging with author vision and audience needs, while managing editorial teams across print and digital platforms.

As an arts integration specialist, inclusive educator, and dynamic public speaker, I foster meaningful relationships across diverse communities. I bring extensive experience in project coordination, editorial planning, and social media content strategy, managing complex arts education initiatives and publications through tools such as Google Workspace, Basecamp, and Zoom.

Goal: To apply precision, creativity, and integrity in telling the right story to the right people at the right time.

Mission: To empower youth and adults to experience the beauty and transformative power of words in how we use them.

CORE SKILLS

Project & Editorial Management

Book development • Content creation/editing • Storytelling • Strategic planning • Grant/proposal writing • Project coordination

Tools & Platforms

Google Workspace • Basecamp • WordPress • Excel • ChatGPT/Copilot (AI-assisted writing) • SEO tools • Zoom • Voxer • PowerPoint • Wix

Teaching & Facilitation

Workshop design • Creative writing instruction • Arts-integrated curriculum • Public speaking • Broadcasting • Adjunct Instructor

Marketing & Outreach

Social media strategy • Platform engagement • Content optimization • Analytics • Digital marketing

Professional Strengths

Creative problem-solving • Effective communication • Collaborative leadership • Deadline management • Inclusive facilitation

EXPERIENCE

Cultural Arts & Education Director | Social Media & Website Manager – *The Montgomery Institute*

2012–2018; 2023–present

- Design and lead arts education programs across all education levels and community platforms.
- Organize major events, such as regional festivals, the Regional Mayors Network Luncheon and the Creative Economy Forum.
- Secure grants and sponsorships to support cultural arts/arts-integrated educational initiatives.
- Manage social media accounts and online outreach for events and programs.

Remote Adjunct Instructor - Writing | Unity Environmental University

2026–present

- Introduce the course, goals and objectives, lessons and grading process, discuss assignments and grading process
- facilitate students' engagement with course materials and provide detailed and timely feedback.
- post weekly announcements and add learning materials to supplement course materials.
- grade and provide feedback using Unity's rubrics.

Grant Writer

2005–present

- Write successful grants for individuals and nonprofit organizations, including Meridian Little Theatre, The Jimmie Rodgers Foundation, Mississippi Writers Guild, and The Montgomery Institute.
- Coordinate with stakeholders using Zoom, Google Docs, and Basecamp to manage timelines and contributions.

Mississippi Humanities Speaker

2010–present

- Deliver presentations and lead workshops on writing from personal experience and on Mississippi history, focusing on the Great Depression and Civil Rights.
- Create content that is both educational and accessible to a broad audience.

Teaching Artist / Arts Integration Specialist – *Mississippi Arts Commission*

2007–present

- Integrate music and literature into core curricula to engage students and train educators in arts-integration strategies.

Editor/Writer – *The Bluegrass Standard Magazine*

2017–2026

- Lead editorial production of monthly issues, managing a team of 5+ writers.
- Coordinate with graphic designers and sales to ensure cohesive, engaging content.
- Maintain 98% error-free publication rate through careful editing and proofreading.

- Develop production schedules and oversee social media promotion for issue releases.

Radio Host – *SuperTalk Mississippi*

2013–2018

- Researched, wrote, produced, and hosted two weekly one-hour programs:
 - *Behind the Scenes* (Arts & Entertainment)
 - *Looking Back* (History)

BOOKS & PUBLICATIONS

- *The Inspiring Life of Eudora Welty* – The History Press | **Moonbeam Silver Medal**
- *Mississippi and The Great Depression* – The History Press | **Foreword INDIES Bronze Award**
- *Mississippi in the Great Depression* – Arcadia Publishing
- *A Guide to Mississippi Museums* (co-author) – The History Press
- *Lauderdale County, Mississippi: A Brief History* – The History Press
- *Legendary Locals of Meridian* (co-author) – Arcadia Publishing
- *East Central Region* contribution – *Mississippi Bicentennial Book*, commissioned by MS Secretary of State

Additional degrees and certificates available upon request.

Richelle Putnam
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Meridian, MS 39305
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EDUCATION:

The University of North Alabama – Master of Arts in Writing (May 2023)
Western Governors University – Bachelor of Science in Marketing Management (June 2021)

Supplemental Credits/Certificates/Diplomas:

3 Credits – February 2026 Writing for Success – Straighterline
3 Credits – March 2026 Early Childhood Education - Straighterline
Mississippi Arts Commission (MAC) Arts Integration Specialist – May 2025
Certificate – May 16, 2024, International Association of Professions Career College (IAP) Grant
Writer
Certificate – 2022 & 2024 – ArtistWorks Certificate of Completion – Ukulele – Level 1 and 2
Certificate – Summer 2022 – NASA Proposal Writing and Evaluation Experience Academy
Certificate – Recording in Presonus Studio I Made Easy
Certificate - Accounting Foundations – November 29, 2020 – LinkedIn Learning
Certificate – Building Self-Confidence – December 6, 2020 – LinkedIn Learning
Certificate – Effective Listening – December 6, 2020 – LinkedIn Learning
Certificate – April 6, 2017 - Introduction to Marketing: Tools to Set Enterprises Apart – The University
of Edinburgh
Certificate – The Power of the Pen: Identities and Social Issues in Poetry and Plays; The University
of Iowa (2017) Certificate Program
Certificate – How Writers Write Fiction: Storied Woman; The University of Iowa (2016)
Certificate - "Introduction to Guitar by Berklee. March 2014
Certificate – Songwriting by Berklee. March 2014
Graduate – Gotham Writers Memoir Certificate Program (2016)
Crafting an Effective Writer: Tools of the Trade – Mt. San Jacinto College (Letter of Distinction)
(2014)
Graduate - Gotham Writers Fiction Certificate Program (2009)
Sara Light's Creating Lyrical Contrast Course (2009)
Danny Arena's Composer Bag of Tricks Course (2009)
Danny Arena's Essential Music Theory for Songwriters (2009)
Gotham Writers Playwriting I Course (2007)
Gotham Writers Advanced Poetry Writing Program (2007)
Poetry Kit of Liverpool England's Advanced Poetry Course (2006)
Poetry Kit of Liverpool England's Advanced Nature Poetry Course (2006)
Graduate of Advanced Writing Program of Open College for the Arts, an affiliate of The Open
University, the University of Glamorgan in England (2004)
Anastasia Suen's Rhyming Picture Book Course (2004)
Certificate of Outstanding Achievement, Scott Wiggerman's "Poetry 101: The Way We Word" Poetry
course (2003)

Certificate of Outstanding Achievement and Certificate of Academic Excellence, Margaret Shauers Write Short Stories for Children course (2003)

Graduate - three Institute of Children's Literature Writing Programs: 1. Writing for Children and Teenagers (1998), 2. Novel Writing Course (2001), and 3. Creating and Selling Short Stories and Articles, an Advanced Writing Program (2003)

Pamelyn Casto's Flash Fiction Writing Course (2000)

Graduate of Writer's Digest School Novel Writing Course (1999)

DISTINCTIONS:

2024 – CRAFT - Honorable Mention for “Unraveled”

2022 - Writers Digest Annual Writing Competition – Essay Division – 4th Place – "Educated"

2020 – Western Governors University Excellence Award in English

March 2018 – Mississippi and the Great Depression – Bronze Award – Regional Category – Foreword INDIE Book Awards

October 2014 – The Inspiring Life of Eudora Welty - 2014 Moonbeam Children's Book Award – Silver Medal

October 2016 – Top Ten Winner, 85th Annual Writers Digest Writing Competition, Magazine Article category for "Tally-Ho."

2005 - Writer's Digest Annual Fiction Competition, Literary Division “Confessions of a Single Mother” third place winner

2006 – Present – Mississippi Arts Commission Roster Artist (Literary-juried selection)

2008 – Present – Mississippi Arts Commission Teaching Artist (Literary/Music-juried selection)

2010 – Present – Mississippi Humanities Council Speaker (juried selection)

PUBLICATIONS: BOOKS

2024 – Co-author of A Guide to Mississippi Museums (The History Press/Arcadia Publishing, Charleston, SC)

2017 – Mississippi: The Depression Years (The History Press/Arcadia Publishing, Charleston, SC); – Bronze Award – Regional Category – 2017 Foreword INDIE Book Awards

2015 – Commissioned by the Mississippi Secretary of State to write a portion of the Mississippi Bicentennial Celebration History Book (2017); Researched and wrote the East Central Region (nine counties) history of the 500-page online book.

2014—Author of The Inspiring Life of Eudora Welty, a young-adult biography illustrated in full color by artist John Aycock and published in April 2014 by the History Press; received the Moonbeam Children's Book Award Silver Medal.

2012 – Co-author of Legendary Locals of Meridian, published by Arcadia Publishers (2013)

2011 – Author of A Brief History of Lauderdale County, History Press (2011)

PUBLICATIONS: MAGAZINES/LITERARY JOURNALS

The Bluegrass Standard Magazine

Mississippi Magazine

Eat. drink. MISSISSIPPI. Magazine

Social South Magazine

Portico

Parents & Kids

Southern Writers Magazine
Town & Gown Magazine
The Copperfield Review
Birmingham Arts Journal
Flashquake

CONFERENCES AND SPEAKING INVITATIONS:

Workshop Facilitator – Writing Historical Fiction – Alabama Writers Cooperative 2025 conference, Orange Beach, AL

Workshop Facilitator – Creative Writing in Marketing and Building Brand – ZOOM – Alabama Writers Cooperative – November 2024

Workshop Facilitator/Adjudicator – 2023 Mississippi Theatre Association (MTA) Festival
Instructor - "Story to Song" in a four-day residency with students – Mississippi University for Women MFA Creative Writing Summer Camps – 2019 and 2022

Music Therapy with Young Patients - PEP for Angels Program - Batson's Children Hospital, University of Mississippi Medical Center – April 2018

Meridian Community College – STEAM Camp – June 2017, 2018, 2019 – Facilitated Monologue, Flash Fiction, and Songwriting workshops in a week-long camp

Teaching Artist - Mississippi State University – Meridian campus - Twice annually, facilitate a two-hour workshop with Elementary-Ed students integrating songwriting into core subjects. 2017, 2018, 2020

2015 Jane Wyatt Summer Arts Institute, Bologna Performing Arts Center—a two-week summer camp teaching "Writing in a Flash," "Monologue," and "Songwriting."

E. E. Bass Cultural Arts Center - Greenville, Mississippi Arts Council – Fluency Through Song Lyrics – February 2015

Mississippi Writers Retreat – Mississippi Homestead Center – Facilitated a writing goals workshop and critiqued attendee pieces – October 2018

GRANTS, FELLOWSHIPS, FUNDING

2025 – MAC Individual Artist grant

2025 – MSA Pines Region Songwriters Festival (MAC)

2025 – Mississippi Writers Guild Writing Workshops Around Mississippi (MAC)

2024 – MSA Pines Region Songwriters Festival (MAC)

2024 - Mississippi Writers Guild Writing Workshops Around Mississippi (MAC)

2024 – Mini grant from the Mississippi Arts Commission (MAC) to update marketing materials

2016 – 2024 – Mississippi Arts Commission Grant Panelist – Project, Operating, Fellowship, Artist Roster, Teaching Artist Roster, and Individual grant applications

2023 – Mississippi Arts Commission Individual Artist Grant

2023 – Mississippi Humanities Project Grant for the Jimmie Rodgers Foundation

2021 - Mississippi Humanities ARV Recovery Grant for the Jimmie Rodgers Foundation

2021 – Mississippi Humanities Project Grant for the Jimmie Rodgers Foundation

2020 – Mississippi Arts Commission Literary Fellowship (Fiction)

2014 - Mississippi Arts Commission Literary Fellowship (Fiction)

2013, 2014 – Mississippi Arts Commission Operating Grant for Meridian Little Theatre

2014, 2015, 2016, 2017, 2018 – Mississippi Arts Commission Project Grant, Meridian Council for the Arts project grant, Visit Meridian marketing grant, and two Community Foundation of East

Mississippi grants. Sponsorships include Mitchell Distributing, Structural Steel, and Mississippi Writers Guild for the Hwy 80 Songwriters Fest (Grant Writer and Event Facilitator)
Other grants include several mini grants for travel and marketing materials from the Mississippi Arts Commission

EXPERTISE:

Twenty years' experience in researching and writing non-fiction books, and over 25 years' experience in writing short fiction and poetry, and memoir and personal experience stories
Fifteen years of teaching artist experience at elementary, lower and upper secondary levels with students diverse in age, ability and cultural background.

Fifteen years' experience in teaching; includes integrating language and music into math, science, history, language arts, and social issues.

Experienced in developing course curricula, lesson plans, online instructional videos, PowerPoint presentations, and other activities beyond traditional lectures

Ten years of experience in building social media and website platforms, branding, and marketing for artists and arts organizations

Five years of experience in creating, developing, facilitating, and hosting radio podcasts Looking Back and Behind the Scenes

Seventeen years experience in grant writing

Prolific in editing, research, computer knowledge, website design, content writing/editing, Excel, SEO, social media marketing, podcast development and interview skills

HONOR SOCIETIES:

Sigma Tau Delta
Phi Kappa Phi

OTHER:

2024 – present Poetry Out Loud (POL) clinician working with POL finalists

2017-present – Judge – Scholastic Art & Writing Awards

2023-present – Essay College Scholarship Facilitator – MUNA Federal Credit Union

2015- 2024– Judge – Mississippi Poetry Out Loud State Finals

2009 - Served on the Literary Advisory Task Force, Mississippi Arts Commission, and co-editor of an information pamphlet for writers

2009, 2011, 2012 - Judge for the Independent Books Publishers Association's (IBPA) Ben Franklin Awards in various categories

2008 – Facilitator of Teacher Staff Development Program, “From the Villain’s Point-of-View,” an arts integration program of creative writing and history through monologues of historical characters

2007 –2018 - Creative Writing Instructor, Continuing Education Program, Meridian Community College, Meridian, MS
2006, 2007, 2008 - Writer-In-Residence, Poplar Springs School, Meridian, MS
2005 –Writer-In-Residence by Mississippi Arts Commission (MAC) Write Initiative Program, which was conducted at Meridian Community College
2005-06 - Judge Cultural Arts Fair, Literary Division of Northwest Junior High School
2006 - Judge for EPIC New Voices Contest, Poetry Category
2005 – Founder and first President of Mississippi Writer’s Guild
2004 – Ten-week Writer-In-Residence, Girl Scouts of America, Meridian, MS
2004 - Speaker for the Reading and Writing Celebration at Vestavia Hills Elementary School, Birmingham, Alabama
2002-03 and 2003-04 – Judge for Meridian Community College's Writing Competition, High School Division
2000, 2001, 2002 - Judge for the children’s division of the “Dream Realm Awards”