

QUALIFICATIONS

Six years' experience with program coordination and team management in higher education and the non-profit sector, along with seven years' teaching experience. Proven ability to expand programming and nurture staff while maintaining a professional atmosphere that maximizes efficiency while promoting creative solutions.

PROGRAM COORDINATION/ARTS ADMINISTRATION

EcoLeague Consortium, Northland College

February 2015 – August 2017

Program Coordinator – Served as the unifying conduit for a consortium of six liberal arts colleges dedicated to the environment. Advertised and managed domestic student exchange program between member colleges. Brought together and facilitated meetings for a range of groups, including college Presidents, Provosts, faculty, and Directors of Admissions. Organized annual retreat for 30 participants, including contracting with meeting venues, caterers, lodging, and designing the retreat schedule. Created promotional materials for the consortium and increased its visibility through its web platform and strategic alliances with external partners. Wrote up quarterly and annual reports on website metrics, student exchange numbers, and consortium initiatives.

- Awarded a grant for a course cross-referencing database project.
- Increased website traffic by 589% as documented by Google Analytics.
- Transitioned the Coordinator position from one that was primarily administrative into one that is now focused on program growth by lobbying for and receiving work study funds and academic internships for student workers.

International Writing Program, University of Iowa

January 2013 – August 2014

Program Coordinator, Director of Between the Lines – Directed an international creative writing program for youth, and assisted with logistics for 30 international writers to attend the annual 3 month-long IWP Fall Residency. Between the Lines is funded by the Bureau of Educational and Cultural Affairs, and brought together young adults from Russia, the USA, and the Middle East for writing and cultural exchange. Managed a \$300,000 budget, interacted regularly with staff from 13 participating US Embassies, and gave regular reports to State Department liaison. Hired and supervised American and foreign instructors from the creative writing field, local counselors, and international teachers. Handled logistics such as reserving lodging, catering, and international travel for staff and students. Ran and created content for website, publicity, and social media platforms. Developed relationships with fund-raising organizations for tuition scholarships for talented, low-income US students. Managed an assistant, multiple interns, and worked with other areas of the International Writing Program (IWP) as needed, such as grant writing. For the Fall Residency, I maintained the schedules for 30 writers, including transportation, cultural outreach, and logistics like buying groceries and receiving per diem checks. On the selection committee for the Fall Residency.

- Under my direction, the program tripled in size and media coverage in the first year of my management, including a 2,078% increase in site traffic to BTL's landing page as documented by Google analytics.
- Nominated for the University of Iowa Outstanding Staff Award

The Pangaea Project, Portland, OR

March 2008 – November 2008

Assistant International Team Leader – Co-taught a nine-month long leadership development program for low-income youth. Led community engagement activities to increase students' global and local perspective. Assisted the Team Leader in accompanying a group of youth to Ecuador for one month to meet grassroots organizers and participate in overseas service learning. Oversaw group traveling details such as transportation, lodging and food. Translated meetings with local change makers.

The Women's Center, Boise State University, Boise, ID

October 2001 – May 2003

Program Coordinator – Planned and coordinated over sixty educational and cultural programming events that raised awareness about topics of access and equal opportunity for women. Promoted the center and liasoned individually with students. Assumed a variety of responsibilities from crisis response, producing a sell-out play, managing an exhibition of international art, to creating ad campaigns with graphic designers.

- Employee of the Month for the BSU Student Union and all its affiliates.
- Recipient for the Brian Berquist Award for the Advancement of Human Rights, 2002

TEACHING

English Department, Old Dominion University, Norfolk, VA

August 2017 – Present

Lecturer/Instructor – Full-time faculty position teaching Introduction to Creative Writing, Introduction to Literature, and English Composition.

Humanities Department, Northland College, Ashland, WI

September – December 2015

Lecturer, Public Speaking – Led students through the main aspects of public speaking, including introductory, performative, persuasive, group and special occasion speeches. Trained students in latest trends and philosophies regarding PowerPoint, using props, and pacing in a speech. Introduced students to speakers with diverse backgrounds and techniques to expand their worldview.

Creative Writing Department, Boston University, Boston, MA

May – June 2012

Lecturer, Intro to Creative Writing – Developed course syllabus and selected texts that fulfilled BU requirements while encouraging a serious engagement with the craft of writing. Evaluated student progress and understanding via Blackboard discussion board reading responses, in-class presentations and workshops of students' work, along with discussions of craft-based essays.

Boston Arts Academy, in conjunction with Boston University Boston, MA

January – June 2012

Creative Writing Teacher – Introduced a variety of poetic forms, styles and works to a high school class of 20 students. Scaffolded critiquing skills until students were able to conduct workshops of their peers' work amongst themselves.

Royal Melbourne Institute of Technology International University, Hanoi Vietnam

Oct. 2009 – May 2011

Intermediate Level Leader, Academic English Department – Managed 12 teaching staff for the intermediate level academic English intensive courses. Facilitated staff meetings to discuss curriculum and best practice. Counseled students and created/maintained curriculum materials. Taught university preparation, including independent learning skills, scholarly research techniques, MLA/APA styles. Previously taught in the Academic English Department (EAP).

- Promoted to Level Leader after less than one year working at RMIT
- Member of the President's Executive Team

Rosemary Anderson High School, Portland OIC

August 2007 – June 2009

English Language Development Instructor – Developed and taught collaborative bilingual GED/ELL curriculum. Instructed multi-level ELL classes for low-income, gang-affected and parenting youth. Advised

teachers on ELD methods to integrate language learning in a traditional classroom setting. Liaisoned with Portland Public Schools' ELD Department for testing and site compliance.

- Successfully transitioned an entire GED/ELL program from one school to another. Within three weeks of changing locations and schools, classes were at capacity.
- Created a "College Club" to guide students through the college application process.

The Learning Lab, Inc., Boise, ID

October 2004 – June 2006

Adult Educator – Supervised the personalized instruction of English Language Learners and Adult Basic Skills (GED) students. Created individualized lessons reflecting a student's goals and skill set. Managed and instructed volunteer tutors who conducted the basic parts of each lesson, while simultaneously monitoring student activity, troubleshooting, and modeling advanced teaching techniques. Conducted induction interviews and diagnostic tests for entering and continuing students.

- Maintained extensive knowledge of reference materials.
- Translated school documents into Spanish. Interpreted for parent-teacher conferences.

EDUCATION

MFA – Creative Writing, poetry focus. Boston University (2013)

- Robert Pinsky Global Fellowship Recipient, 2012
- Betsy Leonard Fellow, 2011

B.A. – Major: Spanish, emphasis in Literature. Minor: Poetry. Boise State University (2007)

- Recipient of the Brian Berquist Award for the Advancement of Human Rights
- President of the International Students Association 2003

Certificate – TESOL, OxfordTEFL Barcelona. Barcelona, Spain (2004)

University Studies Abroad Consortium (USAC) Program. Bilbao, Spain (Spring 2001)

PROFESSIONAL MEMBERSHIP

2012 - present Asian Pacific Writers and Translators Association (founding member)

2012 - present American Literary Translation Association (ALTA)

2012 - present Poetry Society of America

SERVICE

2015 – Present

Juror, Vermont Studio Center (for writing)

2013-14

Member, Selection Committee for Fall Writers' Residency, International Writing Program, University of Iowa

2010

Member, President's Executive Team, RMIT International University, Vietnam

2003

Student Representative, Humanities Promotion and Tenure Board, Boise State University

LANGUAGES

Spanish – Advanced, All Levels

French – Intermediate Speaking and Reading

Vietnamese – Beginner, All Levels