

Roberta Jordan
12345 Hemingway Ln.
Austin, TX 78722
(512) 456-7891 — R.Jordan@email.com

Resume Profile

Experienced editor seeking to apply skills in new context, specifically a marketing position where I can utilize my skills in program marketing, editing, writing, and information delivery.

Work Experience

University of Texas at Austin

2011-2012

Assistant Instructor of Rhetoric and Composition

- Evaluated an average of seventy-five student essays per semester, making comments intended to strengthen students' understanding of structure, argumentation, organization, coherence, flow, grammar, and mechanics, resulting in improved student outcomes.
- Designed and delivered lectures, seminars, and group exercises reinforcing these skills, often in an interactive, student-centered format using computer-based delivery methods.

University of Texas at Austin

2009-2010

Teaching Assistant, Masterworks of Literature

- Led two discussion sections per semester for sophomore-level courses in British, American and world literature, with 20 or more students in each section.
- Facilitated greater understanding of the material through discussion and lectures, and received excellent evaluations.

AHEAD Program for Young Scholars

2008-2010

Assistant Director

- Independently administered the daily affairs of a university program serving the needs of academically gifted secondary and middle school students.
- Made managerial decisions and supervised work of office staff.
- Maintained confidential student, staff, and faculty records using computerized database.
- Edited database layout and formatting for presentations and reports.
- Maintained detailed, complete paper files.

Volunteer Work

Texas School for the Blind

2010

- Read literary masterpieces into a tape recorder for use by the community.
- Assisted with volunteer office duties.

Big Brothers/Big Sisters
2008-2009

- Assisted with and participated in group activities and field trips.
- Monitored youth during activities.
- Tutored ages 8-13 and assisted with homework assignments.

Activities and Organizations

Student Drama Club

2011-2012

Vice President

Beta Gamma Sigma Honors Society

2010-2012

Dorm Resident Assistant

2010-2012

Education

The University of Texas at Austin

M.A. in English, 2012

GPA 3.92

Northwestern State University

B.A. in Liberal Arts, Concentration in Humanities and Social Thought, Minors in English and French

GPA 3.93