

entries. Presented new knowledge at 21 national/international and 12 regional professional conferences.

- Conceptualized and designed 6 new courses and collaborated to assess and maintain quality of curriculum.
- Designed and developed a web OER application based on XML data to provide content and learning experiences for students and teachers. Refined XML database in collaboration with other researchers and liaised with software developer to create a robust web application providing a scalable solution to problems in student information literacy and faculty curriculum development. Secured over \$400k of external project grant funding at the federal and state level by collaborating to write multi-layered proposals. Mentored 7 student research assistants working with database application and content.
- Served as SME in drama and provided instruction to 200+ students at Institute Supérieur des Langues de Gabès, Tunisia, during an invited week-long visit.

DIGITAL HUMANITIES SECTION EDITOR, *ABO: An Interactive Journal for Women in the Arts, 1640-1830* (2017-2021)

- Employed domain knowledge to identify and solicit pitches for manuscripts appropriate to the mission of our journal. Guided 9 accepted essays through the peer review, revision, and editorial processes to publication using BePress.
- Collaborated with editorial board to envision and implement the journal's direction. Authored editorials for 2 special topics.
- Participated in conceptualizing and successfully launching a pandemic writing support group of 80+ online participants for women, BIPOC, and early-career scholars.

DEPARTMENT CHAIR, *Department of Literature & Languages, Marymount University* (2018-2021)

- Directed strategic leadership and administrated operational management at the department level, leading a team of 19 faculty to deliver transformative education and scheduling/staffing 90+ classes per year in English Literature, Secondary Education Licensure, Writing, Media and Performance Studies. Coordinated with Graduate Program Director to staff masters-level courses in coordination with undergraduate curriculum.
- Liaised regularly with Dean to manage a \$1.4m departmental budget and set goals for strategic program developments.
- Inaugurated departmental vision organized around storytelling and implemented marketing and curriculum strategies to support that vision. Responded to market needs and changes in higher education landscape by creating and successfully launching a new interdisciplinary degree program in Digital Writing and Narrative Design.
- Prioritized faculty research and grant-seeking activities, supporting applications with personalized recommendation letters and budgeting for professional development. Hired and mentored new part-time faculty. Evaluated annual self-assessment of full-time faculty, monitored student evaluations, and handled student complaints, escalating as necessary. Hired, supervised, and evaluated federal work-study students.
- Led monthly department meetings to conduct day-to-day program business. Managed catalog and official website updates annually. Supervised completion of academic degree requirements for students and evaluated transfer equivalencies.
- Employed project management skills to develop and systematize outreach habits for enrollment and profile-building, manage alumni contact lists, create and deepen partnerships with 3 regional non-profit and educational organizations.
- Gathered and organized quantitative and qualitative learning outcomes data, and synthesized data into annual assessment reports. Directed curriculum developments in data-driven ways. Coordinated 5-year external program review, delegating assessment areas and consolidating recommendations into a 5-year improvement plan.
- Created multiple social media accounts integrated via Hootsuite and authored almost all print and digital messaging at the department and program levels. Mentored student assistants using basic UX and style guides to produce social media content for our brand.
- Designed print and digital promotional materials for over 35 departmental and program events. Set up, maintained, and contributed to department newsletter and student work repository using WordPress. Collected and consolidated departmental archives and outreach materials. Maintained department and program websites using Kentico and WordPress CMS platforms, working to style guide.

WEB AND PUBLICATIONS EDITOR, INSTITUTIONAL DELEGATE, *Virginia Humanities Conference* (2013-2021) | PRESIDENT, *Virginia Humanities Conference* (2014-2015) | Responsibilities and accomplishments upon request

TECHNOLOGICAL SKILLS

Multiple CMSs/LMSs, including Canvas, WordPress | Adobe Creative Suite | Audio & video editing | Social media management | Basic Workday, Salesforce | Project management tools, including Monday, Trello | Figma, XML, SGML, HTML5, CSS, oXygen, Gephi, basic Python, pretty good R | GitHub, AWS (storage & access) | Universal design & open licensing, WCAG 2.1 | Articulate 360, Camtasia, Adobe Captivate | Tableau, PowerBI, Google Analytics | Research management tools, including Zotero, RefWorks | H5P, Harmonize, Hypothesis, Perusall, Kaltura, Leganto, and many more ed-tech tools

HUMAN SKILLS

Agile thinker | Able to learn new technology quickly | Exceptional written & oral communication | Understand the structures higher education, including curriculum development, scheduling, advising, budget management, assessment, FERPA, Title IX, Intellectual Property, IRB | Excel at : telling clear visual stories with data : conducting qualitative research & analysis : summarizing complex material for multiple audiences

MISCELLANEOUS

Co-producer and dramaturg, *How to Give Birth to a Rabbit: The Musical* (DC Capital Fringe Festival, 2016) | Producer, *This Strange Olio*, radio show (WCBN FM Ann Arbor) | Cat lover, reader, accomplished wheel-thrown potter, aspiring gardener