



Danna Powell

Adjunct Professor, English

☎ (405) 555-1846 ✉ danna.powell@example.com

🌐 linkedin.com/example/dannapowell 📍 Norman, OK 73071

STRENGTHS

- 📋 **Objective focused teaching**
Lessons linked readings and writing tasks with stated objectives, giving students a clear path through each assignment.
- 💬 **Constructive assessment**
Rubric comments named strengths and next steps. Students received guidance they could use during later drafts.
- ♥️ **Flexible instruction**
Classroom and online activities kept expectations steady, even when discussion formats and student needs changed.
- 👥 **Student centered support**
Conferences and workshops made difficult writing tasks more manageable. A quieter explanation often opened progress.
- 📅 **Reliable course coordination**
Calendars, syllabi, grading timelines, and progress records stayed organized for supervising faculty and students.

SKILLS

Composition instruction

English literature

Curriculum alignment

Learning objectives

Student assessment

Rubric based feedback

Academic writing

Classroom instruction

Online instruction

Student conferences

Microsoft Word

SUMMARY

English educator with a Master of Arts in **English** and supervised experience supporting college composition and literature instruction in classroom and online settings. Develops lessons aligned with documented learning objectives, official course calendars, and faculty approved syllabi. Evaluates essays through clear rubrics, then offers practical feedback on argument, organization, evidence, grammar, and revision. Individual conferences and small group workshops create room for students who need another explanation or a quieter place to work through ideas. Graduate teaching and tutoring roles built dependable habits around communication, assessment, course preparation, and student progress documentation. Skilled with **Microsoft Word**, PowerPoint, Excel, **email**, internet resources, and **learning management systems**. Oklahoma based and prepared for part time English instruction across flexible delivery formats.

EDUCATION

Master of Arts in English

University of Oklahoma 🎓 GPA: 4.0 📅 2026 📍 Norman, Oklahoma

Coursework: *Composition theory, English literature, rhetoric and writing, teaching methods*

Bachelor of Arts in English

Oklahoma State University 🎓 GPA: 4.0 📅 2024 📍 Stillwater, Oklahoma

Coursework: *British literature, American literature, literary analysis, academic writing*

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft PowerPoint, Microsoft Excel
- **Instructional Formats:** Classroom instruction, Online instruction, Hybrid instruction
- **Assessment Methods:** Rubric assessment, Essay evaluation, Learning objectives
- **Writing Instruction:** Composition, Academic writing, Revision coaching
- **Literary Studies:** Close reading, English literature, Literary analysis
- **Communication Tools:** Email, Telephone, Discussion platforms
- **Learning Systems:** Learning management systems, Online appointments, Internet resources
- **Course Planning:** Course calendars, Syllabi, Lesson planning
- **Student Support:** Writing conferences, Group workshops, Individual tutoring
- **Documentation Tools:** Assignment tracking, Progress records, Structured files

EXPERIENCE

Graduate Teaching Associate, English Composition

University Teaching Practicum 📅 August 2025 - May 2026 📍 Norman, Oklahoma

Supported two first year composition sections under faculty supervision, connecting readings, writing activities, assessment, and student communication with course objectives and approved calendars. Classroom and **online instruction** required steady preparation, thoughtful feedback, and careful documentation for faculty review.

- Connected readings and writing exercises with documented learning objectives for two supervised **composition** sections.
- Evaluated essays with rubric comments on argument, organization, evidence, grammar, and revision priorities.
- Conducted individual conferences and small group workshops that clarified course concepts for developing writers.
- Prepared Word and PowerPoint materials, then tracked assignments in Excel for faculty course review.
- Adapted discussion prompts for classroom and online sessions while preserving consistent **course expectations**.

Microsoft PowerPoint

Microsoft Excel

Email communication

Internet research

LANGUAGES

English Native

Spanish Beginner

MY CAREER



● Graduate Teaching Associate, English Composition at University Teaching Practicum (9 Months)

● Graduate Writing Tutor at Academic Writing Center (11 Months)

- Followed approved calendars, grading timelines, and syllabi while documenting student progress for supervision.

Graduate Writing Tutor

Academic Writing Center 📅 August 2024 - July 2025 📍 Norman, Oklahoma

Provided individual and group writing support for undergraduate composition, literature, and general education assignments. Combined close reading guidance, revision coaching, workshop preparation, email communication, and structured session records to help varied learners make steady academic progress.

- Guided thesis development, source integration, paragraph structure, revision strategy, and grammatical clarity.
- Supported student authors without replacing their writing, preserving ownership throughout each tutoring session.
- Used email and online appointment tools to prepare sessions and share follow up guidance.
- Created Word and PowerPoint workshops covering academic argument, close reading, citation, and revision.
- Recorded recurring learning needs in structured files, informing future writing center programming.
- Presented workshops for varied preparation levels, adjusting explanations across group and remote formats.

PROJECTS

First Year Composition Workshop Series 📅 2026

Created supervised workshop materials linking academic argument, close reading, revision planning, and student learning objectives across classroom and online sessions.

Writing Center Resource Library 📅 2025

Developed reusable Word and PowerPoint resources covering thesis development, source integration, citation practices, grammar, and revision strategies for undergraduate writers.

LEADERSHIP & AWARDS

- Graduate Teaching Excellence Nominee, University of Oklahoma, 2026
- Graduate College Academic Achievement Award, University of Oklahoma, 2025
- Dean's List, Oklahoma State University, 2023

CERTIFICATIONS

- Online Teaching Foundations 📅 2026
- Microsoft 365 Fundamentals Learning Path 📅 2025

PROFESSIONAL AFFILIATIONS

- Graduate English Association, Peer Mentor, 2025 to 2026
- Writing Center Workshop Committee, Graduate Student Member, 2024 to 2025

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST