

AKSHATA BALGHARE
Akshata.balghare@ttu.edu, Lubbock, TX, 79401

EDUCATION

PhD in Technical Communication and Rhetoric Texas Tech University, Lubbock, TX	Expected May '22
MS in Technical and Professional Communication Auburn University, Auburn, AL	May '18
BE in Electronics Engineering University of Pune, Pune, MH, India	May '15

TEACHING

Texas Tech University, Lubbock, TX

Graduate Part-Time Instructor

ENGL 2311 Introduction to Technical Writing	Fall '19
<ul style="list-style-type: none">• Teach business and professional writing to two sections two days a week to prepare them for carrying out effective communication practices in workplaces.• Teach students to analyze audience, purpose, and context of technical communication projects, including cultural and ethical considerations for creating technical documents of varied genres to solve practical problems• Evaluate student performance by written assignments, posters, oral presentations, and participation in classroom discussions.• Mentor students in assignments and course expectations and provide feedback on their performance.	
ENGL 1301 Essentials of College Rhetoric	Fall '18, Spring '19
<ul style="list-style-type: none">• Taught first-year writing to two sections two days a week to better equip them with: writing skills to rhetorically analyze and respond to conversations; research skills to gather and analyze data and conduct interviews; and oral skills to be informative, thoughtful, and understanding of different perspectives in conversations.• Evaluated student performance by grading written assignments, podcasts, and participation in classroom discussions.• Mentored students in assignments and course expectations and provided feedback on their performance.	

Auburn University, Auburn, AL

Graduate Part-Time Instructor

ENGL 1120 English Composition II

Spring '18

ENGL 1100 English Composition I

Fall '17

- Taught first-year writing to two sections three days a week to better equip them with writing skills needed to develop a thesis, persuade audience, and understand and respond to written conversations.
- Evaluated student performance by grading assignments, presentations, final examinations, and participation in classroom discussions.
- Mentored students in assignments and course expectations, and provided feedback on their performance

Graduate Teaching Assistant

ENGL 2260 Post-1865 American Literature

Spring '17

ENGL 2210 Post-1600 World Literature

Fall '16

- Assisted faculty to evaluate performance of over thirty students by leading class discussions once a week, monitoring and recording student performances, and grading assignments.
- Designed and successfully employed ludic activities such as role playing, collaborative learning, solving intriguing crosswords and worksheets, which kept students engaged and motivated in class and helped improve their overall performance.
- Acted as bridge between students and faculty to facilitate seamless communication that helped improve learning experience for students.

CONFERENCE(S) AND SYMPOSIUM(S)

“Evaluating Time-on-Task Metric in Usability Testing,” Louisiana Tech Usability Studies Symposium. Shreveport-Bossier City, LA, September 2019.

“Accountability in Technical Communication,” Association of Teachers of Technical Writing. Pittsburgh, PA, March 2019.

“Conference on College Composition and Communication,” 2020 CCCC Annual Convention. Milwaukee, WI, March 2020.

“Citizenship, Health, and Well-being,” 17th Annual Conference on Citizenship, Health, and Well-Being. Detroit, MI, April 2020.

UNIVERSITY SERVICE

Texas Tech University, Lubbock, TX

Peer Mentor for First-Year Writing Graduate Instructors

Aug '19–Present

- Meet with mentee team for an informal session to provide support, help solve problems, address concerns, and answer questions about teaching first-year writing.
- Observe mentees teach and provide feedback on their strengths and weaknesses.
- Evaluate grades and comments provided by mentees to students and give suggestions to mentees on their assigned grades.

Auburn University, Auburn, AL

Program Assistant

Aug '16–Dec '16

LUCIA—Lab for Usability, Communication, Interaction, and Accessibility

- Assisted lab director and manager in ongoing client projects by maintaining smooth and efficient email communication between LUCIA and the clients.
- Improved marketing communication and aesthetic appearance of LUCIA's online marketing tools that helped increase web traffic, resulting in three new inquiries.

PROFESSIONAL EXPERIENCE

Auburn University, Auburn, AL

Editorial Assistant

May '17–May '18

International Journal of Acoustics and Vibration (IJAV)

- Enhanced readability of publications; edited and formatted research papers from the field of mechanical engineering to comply with journal (IJAV) standards.
- Analyzed reviewer reports and made publication decisions with the editor-in-chief, which includes accepting papers for publication in quarterly issues, or rejecting them; communicated publication processes and publication decisions to authors.
- Created paper as well as electronic files for new submissions, updated monthly and yearly records of papers, determined quality of papers, and assigned reviewers.

Associate Editor

Jun '15–Jul '16

Cactus Communications, Mumbai, India

- Reviewed and edited research papers for prospective publication in international journals that come under the umbrella of publishers such as Elsevier, IEEE, and Springer, while ensuring timely delivery.

- Performed reviews and edits for science- and engineering-based papers such as chemistry, electronics engineering, mechanical engineering, computer sciences, material sciences, physics, and space and planetary sciences.
- Conducted reviews and edits involving sentence correction by application of existing technical knowledge to confirm the content reads well so that the subject matter is understood to readership.
- Performed reviews and/or edits of an average of 8 papers per day, involving editing over 8,000 words a day, or reviewing approximately 40,000 words a day

COMMUNITY SERVICE

University Interscholastic League Ready Writing Judge, Regional Meet, Lubbock, TX Nov '19

HONORS AND AWARDS

J.T. and Margaret Talkington Graduate Fellowship, Texas Tech University Aug 2018–Present

PROFESSIONAL MEMBERSHIPS

The Honor Society of Phi Kappa Phi	Oct 2019
Golden Key International Honor Society	Nov 2017

TECHNICAL SKILLS

HTML, CSS, C programming, MS Office, LaTeX, Dreamweaver CC, Adobe suite: InDesign; Photoshop; Illustrator

LANGUAGES

Marathi (Native): Fluent

Hindi (Native): Fluent

English: Fluent

Sanskrit: Basic (reading & writing)

German: Basic (reading & speaking)