

Akshata Balghare

250 West Glenn Avenue, #20, Auburn AL 36830

akshata1218@gmail.com

251-231-9348

OBJECTIVE

Experienced professional and current master's student in Technical and Professional Communication (TPC). Proven ability to lead multi-cultural and cross-functional teams and students from diverse backgrounds to enable them to successfully navigate and complete challenging tasks in TPC space. Passionate professional and enthusiastic learner with strong interest in research, aspiring to further explore nuances of scientific communication through PhD to pursue an academic career in TPC.

EDUCATION

Auburn University	Auburn AL, USA	Expected May 2018
▪ Master of Technical and Professional Communication (MTPC)		
Savitribai Phule Pune University (formerly University of Pune)	Pune, India	May 2015
▪ Bachelor of Engineering (BE) Major: Electronics Engineering		

PROFESSIONAL EXPERIENCE

First-Year Writing Instructor	Auburn University, Auburn AL, USA	Aug 2017–Present
First-year writing instructor for ENGL 1100 (English Composition I) FA'17 First-year writing instructor for ENGL 1120 (English Composition II) SP'18		
▪ Classroom Teaching: Teach college-level writing to over forty freshmen 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.		
▪ Performance Evaluation: Evaluate student performance by grading assignments, presentations, final examinations, and class participation.		
▪ Mentoring: Mentor students in assignments and course expectations, and provide feedback on their performance.		
▪ Record Keeping: Maintain class records for student attendances, class participation, and overall performance.		

Editorial Assistant - International Journal of Acoustics & Vibration, Auburn AL, USA May 2017–Present

The International Journal of Acoustics and Vibration (IJAV) is the refereed journal of the International Institute of Acoustics and Vibration (IIAV). Papers published are from the field of mechanical engineering, and the editor-in-chief is an emeritus professor from Auburn University's Mechanical Engineering Department; IJAV has one of its offices in this department.

- **Research paper management:** Create paper as well as electronic files for new submissions, update monthly and yearly records of papers, determine quality of papers, and assign reviewers.
- **Decision-making and communication:** Analyze reviewer reports and make publication decisions with the editor-in-chief, which includes accepting papers for publication in quarterly issues, or rejecting them; communicate publication processes and publication decisions to authors.
- **Enrich Publications:** Enhance readability of publications; format publications to comply with journal standards. Successfully edited 100% of the papers published in journals issued in third quarter of 2017.
- **Training:** Trained thirteen graduate students of the advanced "ENGL 7000" Technical Editing course to facilitate them to successfully edit and format IJAV papers for March 2018 issue.

Graduate Teaching Assistant	Auburn University, Auburn AL, USA	Aug 2016–May 2017
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Graduate teaching assistant for ENGL 2210 (Post-1600 World Literature) FA'16

Graduate teaching assistant for ENGL 2260 (Post-1865 American Literature) SP'17

- **Classroom Management:** Assisted faculty to evaluate performance of thirty students by leading class discussions, monitoring and recording student performances, and grading assignments.
- **Creative Thinking:** 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.
- **Co-ordination of Tasks:** Acted as bridge between students and faculty to facilitate seamless communication that helped improve learning experience for students, and simultaneously aided professors gain constructive feedback from students.
- **Coaching:** Conducted office hours to advise and mentor students in class assignments.

Program Assistant	LUCIA, Auburn University, Auburn AL, USA	Aug 2016–Dec 2016
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LUCIA—Lab for Usability, Communication, Interaction, and Accessibility—is a communication-research laboratory at Auburn University that facilitates a wide range of communication-related inquiries and projects for public and private sector clients. <http://www.cla.auburn.edu/lucia/>

- **Co-ordination of Tasks:** Assisted lab director and manager in ongoing client projects by maintaining smooth and efficient email communication between LUCIA and the clients.
- **Marketing Communication:** Improved marketing communication and aesthetic appearance of LUCIA's online marketing tools that helped increase web traffic, resulting in three new inquiries. Improved and administered social media presence of LUCIA via online platforms such as Facebook to enhance brand awareness and reach, resulting in new inquiries for usability testing projects.

Associate Editor	Cactus Communications, Mumbai, India	Jun 2015–Jul 2016
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Cactus Communications provides services of English editing and medical writing solutions to meet communication needs of scholarly publishing and pharmaceutical industries.

- **Learning Agility:** Demonstrated ability to quickly learn organizational processes, workflows, policies, and procedures to successfully edit and format technical papers adhering to company and international journal guidelines.
- **Enrich Publications:**
 - 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 electronics and non-electronics based papers such as chemistry, 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.
- **Editorial Consultation:**
 - Guided authors in journal selection by examining subject matter of their papers; analyzing specifications of the journals such as impact factor, publication decision time frame, acceptance rate, publication charge, formatting requirement; and identifying type of access—open access, hybrid open access, or automatic open access after a period.
 - Provided feedback to freelancers for in-house editing work and rated them based on their performance to ensure right talent is onboard. This helped achieve over 90% accuracy in first-level editing, which translated to about 8% savings on man-power cost for the division.
- **Metrics Management:** Updated management on weekly work status and assisted with collating quarterly project metrics.

ACADEMIC PROJECTS

Grant Proposal for The Literacy Council (MTPC project)

December 2017

The Literacy Council (TLC) is a nonprofit organization in Birmingham, AL that provides adult literacy programs to those who want to communicate better in English, especially speakers of English as second or third language.

- Wrote a capacity-building grant for TLC that involved a need for content management software for smooth internal functioning of their organization.
- Analyzed several funders using the Foundation Directory Online and found the best match for TLC. Created a funder matrix to analyze funder specifications including total giving, maximum giving, type of support, geographic preference, population served, application deadlines, limitations of support, and application process.
- Designed grant package that included solicitation of support, letter of intent, grant proposal, and a follow-up package consisting of letter accepting the award and thanking the sponsor and requesting feedback, or thanking the sponsor if support is declined.

Document Designing for Livewell Juice Company (MTPC project)

April 2017

Livewell is a startup company in Auburn, AL, that sells healthy antioxidant juice products.

- Designed postcard, business card, and table banner for the company's brand promotion using Adobe Photoshop.
- Created a succinct booklet based on company's protocol for delineating best practices to customers for juice consumption using Adobe InDesign.
- Spearheaded the effort to write content and design a postcard by adopting apt color schemes in line with the brand standards.
- Designed and formatted template/guideline(s) for the client that could be easily adopted for future business needs to maintain consistency in their business practices.
- Successfully implemented the six document design principles of similarity, contrast, proximity, alignment, order, and enclosure, and other design theories of visual rhetoric, affordances, figure ground concept etc.

FetchMeDelivery.com - Usability Test (MTPC project)

December 2016

Fetchmedelivery.com is a website of the company FetchMe whose purpose is to deliver food in Auburn/Opelika, AL. Today, Fetchme has vastly developed after running its first pilot and conducting usability test of their website, and now the company celebrates its first successful year at Auburn.

- Conducted usability test on the website with the help of five test participants to gain insights on website functionality and user friendliness.
- Using Go Pro camera and video camera with tripod, captured participant behavior while they were tasked to place an order online, and analyzed the data using Morae software.
- Conducted heuristic evaluation of the website, and provided recommendations such as fixing broken links, improving specific filter options, adding search button etc., to the client based on participant behavior in order to improve user interface.

Usability Testing of Journal Websites (MTPC project)

December 2016

The study was directed toward journal publishing houses to make them aware of the issues that authors face when using journal websites to find information on formatting of papers.

- Conducted usability study on three journal websites to gain insights into user performance, ease of use, and unmet needs.
- Using video camera with tripod, captured participant behavior while they were tasked to locate formatting guidelines and use one of the templates to format a sample research paper, and analyzed the data using Morae software.
- Conducted heuristic evaluation of the website, and noted recommendations such as updating formatting instructions per latest MS Word version, discarding redundant information etc., based on participant behavior, to help improve the user interface.

Labyrinth Alley Solution for Vehicle Parking System (BE project)**May 2015**

- Developed a prototype of a vehicle parking lot guidance system using Raspberry Pi Model B board to help car drivers track the availability of parking spots, assist them in navigation, and avoid crowding of vehicles.
- Played a key role in writing, formatting, and compiling the project report.
- Published a paper on this project: Balghare, Akshata et al. "Labyrinth alley solution for vehicle parking system." *International Journal of Advance Foundation and Research in Computer*, special issue of *NCRTIT 2015*, vol. 2, 2015, pp. 729-732. ISSN 2348–4853.

AWARDS AND RECOGNITION

Member**Golden Key International Honor Society****Nov 2017**

- Awarded Bronze membership by the Golden Key International Honor Society for having an outstanding academic performance—being among the top 15% of the class and top performing graduate student.

Full Tuition Fellowship**Auburn University****Aug 2016–Present**

- Awarded 100% scholarship in the form of tuition waiver along with Graduate Teaching Assistantship for my current master's program. This scholarship was awarded post thorough screening of my portfolio/written samples and documents, and evaluation of my work experience and academic excellence.

Value Card: Excellence**Cactus Communications, Mumbai, India****Feb 2016**

- Awarded Excellence Value Card for completing 100% quality feedback ratings that are given to freelancers, and over 95% deadline conformance on reviews, edits, and journal selection jobs.

ADDITIONAL INFORMATION

Languages:	Hindi (native); Marathi (native); English (fluent); Sanskrit (basic); German (basic)
Computer Skills:	HTML, CSS, C programming, MS Office, LaTeX, Dreamweaver CC, Adobe suite: InDesign; Photoshop; Illustrator
Writing Styles:	APA, MLA, IEEE, Chicago
Activities:	Organized and anchored technical events—Junior Robocon 2014 & 2015—at Pune and Pandharpur, India, for Doordarshan (Indian national television channel).