

William A. Baker

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Overview

- Strong writer and verbal communicator with exceptional attention to detail.
- Highly organized and focused; comfortable with competing deadlines and last-minute requests.
- Collaborative and independent problem-solver with enthusiasm for creativity and experimentation.

Experience

UNIVERSITY OF KENTUCKY, Lexington, KY.....2021-22

Language Instructor

- Independently developed and delivered *multiple* daily presentations to groups of 15-25 people.
- Designed and analyzed surveys about teaching practices.
- Counterbalanced the difficulties of Covid19-necessitated telework by implementing technological solutions.

OHIO STATE UNIVERSITY, Columbus, OH.....2013-21

Writer / Researcher / Instructor

- Independently managed various projects simultaneously, including doctoral dissertation, while meeting competing deadlines.
- Developed and delivered daily presentations to groups of 15-25 people.
- Comprehended and interpreted new information while multi-tasking to conduct research.
- Took initiative to transition students to new learning management system.
- Oriented new colleagues concerning department standard operating procedures.

Leader of the Germanic Graduate Student Association

- Collaborated with colleagues to plan and execute regular meetings and special events.
- Managed internal and external communications.
- Planned yearly conferences; designed brochures, posters, social media, and other promotional materials for special events.

TECHNICAL UNIVERSITY OF DRESDEN, Dresden, Germany.....2014

Manuscript Editor

- Proofread articles and book-length documents for grammar, tone, flow and coherence.
- Collaborated with staff to develop English-language marketing for academic conference.

Skills

Microsoft Office (esp. Word, Excel, PPT, Outlook) | Python, HTML, CSS, Linux (Beginner)
Maintaining Wiki | Public Speaking | Editing & Proofreading | Teaching | Translation | Interpretation
German (Fluent) | Russian, Japanese (Adv) | Chinese (Int) | Vietnamese, French (Beginner)

Education

Ph.D. in German Studies, Ohio State University, Columbus, OH2021
M.A. in German Studies, Ohio State University, Columbus, OH2015
B.A. in German, Ohio State University, Columbus, OH2013
B.A. in Russian, Ohio State University, Columbus, OH2013