

CRYSTAL BARRAGÁN

ASPIRING TECHNICAL WRITER

409-543-1726 // crystalbarragan@icloud.com // Kyle, TX

PROFILE

Former educator and motivated graduate student seeking a technical writing internship position in the Austin, TX area

EDUCATION

M.A. in Technical Communication

Texas State University / Jan 2016 - current

- + **COURSES TAKEN:** ETHICS IN TECHNICAL COMMUNICATION, TECHNICAL MARKETING, LANGUAGE PROBLEMS IN MULTICULTURAL ENVIRONMENTS
- + **UPCOMING COURSES:** FOUNDATIONS IN TECHNICAL COMMUNICATION, USABILITY TESTING, DIGITAL MEDIA AND WEB DESIGN

B.A. in English

Lamar University / Aug 2005 - Jul 2009

SKILLS

InDesign

+ + + + +

Illustrator

+ + + + +

HTML/CSS

+ + + + +

MS Word

+ + + + +

MS PowerPoint

+ + + + +

EXPERIENCE

Spanish Teacher

New Braunfels Independent School District / Dec 2015 - May 2016

Delivered lessons to students of Introductory Spanish at OakRun Middle School, a 1:1 iPad school. Coordinated a variety of successful, hands-on learning activities based on comprehensible input teaching methods. Frequently integrated classroom technology and digital learning tools into lessons and worked with parents, staff and students to maintain and engaging classroom environment.

Spanish Teacher

Lockhart Independent School District / Aug 2011 - May 2015

Designed and implemented curriculum for honors-level Spanish courses at Lockhart High School. Annually served 200+ students ranging from 9th-12th grades, assessing their progress and maintaining an engaged and successful classroom environment. Trained five new Foreign Language teachers; led department meetings and managed the department budget. Planned and coordinated a variety of activities, events and fundraisers with the Class of 2015, the Spanish Club and the Japanese Culture Club; helped raise over \$4,000 in Spanish Club student scholarships and over \$15,000 for the Class of 2015.

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EXPERIENCE

cont.

Spanish Teacher

Port Arthur Independent School District / Aug 2010 - May 2011

Delivered lessons to novice-level Spanish classes at Memorial High School, a 2,500+ student school. Adopted distinctive teaching methodologies, such as Teaching Proficiency through Reading and Storytelling (TPRS®). Maintained discipline and monitored student progress in the classroom; met and worked with parents, school administrators and counselors on a consistent basis.

Lead Teller

Wells Fargo Bank / Apr 2007 - Apr 2010

Processed deposits and withdrawals in a fast-paced environment. Trained three new team members and provided transaction approvals on a frequent basis. Performed audits on safe and other teller drawers. Met quarterly goals for product referrals; received top ratings for customer service. Worked closely with other team members to reach branch goals and to participate in community initiatives.

INTERESTS

I love board games, nature trails, science podcasts, high fantasy novels, British period dramas, and Boston Terriers. During my teaching days, I enjoyed maintaining a blog at senoritabarragan.com and I connected with many teachers worldwide through writing. As I transition from teaching into writing and maintaining documentation, I look forward to learning new tools, working with programming languages, and leveraging my skills in information design into a new role as a technical writer.