

EVELYN TESELLE

514 E. 31st St. Savannah, GA 31401 | (615) 481-5810 | evelynmteselle@gmail.com

PROFESSIONAL EXPERIENCE

Savannah College of Art and Design, Foundation Studies

Savannah, GA

Departmental Administrative Assistant, Chair's Assistant, & Wallin Hall Building Manager

08/2022 - Present

Managing day to day operations in the SCAD Foundation Studies Department and Wallin Hall. Overseeing calendars, stocking supplies, tracking budgets, creating expense reports, planning and executing events and setup, designing publicity materials, and providing resources and general support for 120 faculty members. Using Microsoft Suite, SAP Concur, E-Commerce, and Cognos programs. Streamlining and innovating organization for the department, and managing the work affairs of Chair Susan Hopp. Incorporating creativity and innovation into departmental operations. Overseeing the upkeep of Wallin Hall facilities, furniture, and equipment.

Spotlight Musical Theatre

Claremont, CA

Stage Manager

09/2021 - 05/2022

Managed two productions with a student-run musical theatre group at Pomona College. Handled all communication with cast and crew, including daily update emails and keeping track of conflicts and personal needs. Oversaw all schedule planning and gained experience merging complicated schedules, solving logistical puzzles, and working with large groups of people. Used Google Sheets and Excel to keep track of scheduling, attendance, COVID testing, budgeting, and other daily operations. Grew skills in event/project management, communication, scheduling, production tracking, budgeting, managing people, and technical audio setup and design. Incorporated creativity into people management, scheduling procedures, and publicity materials.

Pomona College Linguistics & Cognitive Science

Claremont, CA

Linguistics Mentor

01/2021 - 12/2021

Hosted remote and in-person mentoring sessions for Introduction to Linguistics, Phonology, and Syntax students at Pomona College. Helped with homework assignments, paper writing, and test preparation. Mentored students by providing institutional knowledge, experience, and guidance with assignments. Communicated with a team of mentors and professors to maintain participation in the mentor program.

Pomona College RAISE Award Program

Boston, MA (remote)

Research Assistant

06/2021 - 08/2021

Aided Professor Michael Diercks with his research of child language acquisition and syntactic theory. Funded by the Pomona College RAISE Award 2021. Became an expert on a theory of syntax as it relates to child language acquisition through reading and summarizing multiple academic papers and books. Reported my findings to a team of research assistants and Professor Diercks to inform his syntax research. Designed reports using clear and concise language and imagery.

Pomona College Linguistics & Cognitive Science

Claremont, CA

Linguistics Liaison

09/2019 - 05/2021

Served as a communications expert and point person for connecting students to faculty in the Linguistics and Cognitive Science department. Planned monthly events for socializing and community building. Publicized events and programming via social media, and wrote copy for publicity materials. Developed strong communication skills by running study sessions and reaching out to new attendees at social events.

Pomona College RAISE Award Program

Nashville, TN (remote)

Research Assistant

06/2020 - 07/2020

Aided Professor Michael Diercks with his research on Tiriki grammar. Funded by the Pomona College RAISE Award 2020. Conducted online interviews with a language consultant to collect Tiriki grammar data, organized and analyzed data, and wrote an outline on the function of copulas in Tiriki. Gained experience in communications, research interviews, scheduling, organization, and scientific writing.

Pomona College Museum of Art

Claremont, CA

Museum Attendant

01/2019 - 03/2020

Served as a point person for museum visitors as they walked through the museum. Answered questions, communicated museum rules, and directed them through the rooms. Became familiar with multiple art exhibitions and monitored art as museum guests entered the space. Worked with a team of museum staff to create immersive museum experiences for guests while protecting and honoring art exhibitions.

EDUCATION

Pomona College

Bachelor of Arts in Linguistics

Claremont, CA

GPA: 3.88/4.0

08/2019 - 05/2022

Relevant Coursework: *Modern Architecture and Sustainability, The Artist's Book, Field Methods in Linguistics, Language and Society, Integrating the Liberal Arts, Animal Media Studies*

PERSONAL INTERESTS & SKILLS

✓ Watercolor ✓ Pencil Drawing ✓ Video Production ✓ Video Editing ✓ Fiber Arts ✓ Poster Design