

MINDY RADIKE

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EDUCATION

Master of Arts 4.0 GPA	<i>Texas State University</i> Rhetoric and Composition (Thesis) <i>*30% Course Overlap in Technical Writing</i>	Relevant Coursework: <ul style="list-style-type: none">▪ Computers and Writing▪ Rhetorical Metrics▪ The Politics of Language▪ Empathy and Writing▪ Magazine Writing and Publishing
Bachelor of Arts 3.6 GPA	<i>University of Texas at Austin</i> Writing and Rhetoric, Spanish (Majors) French Studies (Minor)	

PROFESSIONAL EXPERIENCE

First-Year Composition Instructor <i>Texas State University Department of English</i>	<i>Aug 2023 – Present</i> <i>San Marcos, TX</i>
<ul style="list-style-type: none">▪ Designed custom curricula reflexive to 63 students' career goals, skill levels, and technology access.▪ Edited and evaluated 231 student manuscripts, amounting to 273,000 words over seven months.▪ Received outstanding student and supervisor evaluations for rewarding growth mindsets.▪ Produced research on AI technology in the classroom to be presented at the 2024 <i>College Composition and Communication Conference</i>.	
Online Writing Lab (OWL) Consultant <i>University of Texas Health Science Center at San Antonio School of Nursing</i>	<i>May 2023 – Aug 2023</i> <i>Remote</i>
<ul style="list-style-type: none">▪ Authored the OWL's mission statement in a co-written informational services pamphlet.▪ Led three writing workshops on writing productively, collaboratively, and for science genres.▪ Consulted nursing PhD students daily on their dissertations and journal articles.	
University Writing Center (UWC) Coordinator <i>Texas State University Writing Center</i>	<i>Aug 2022 – May 2023</i> <i>San Marcos, TX</i>
<ul style="list-style-type: none">▪ Drafted the UWC strategic plan proposal to earn increased funding allocation for the 2023-2027 cycle.▪ Developed 25 UWC writing consultants who awarded me with the Excellence in Mentorship Award, twice.▪ Tailored 300 private writing sessions for faculty and students.▪ Coordinated a weekly writing support group for 30 graduate students across disciplines.▪ Arranged a new partnership with the Center for Entrepreneurship and Innovation.	
Executive Assistant <i>Styochrome Creative Consultancy</i>	<i>Feb 2022 – Aug 2022</i> <i>Hybrid - Austin, TX</i>
<ul style="list-style-type: none">▪ Researched market information and visualized data for the executive's documents and presentations.▪ Wrote user-end descriptions of products and services.▪ Recorded meeting minutes for distribution to the executive and other stakeholders.▪ Implemented organized filing systems to ensure records are accessible and up-to-date.	
Customer Relations Specialist <i>Yan Yan Tung State Farm Insurance Agency</i>	<i>Aug 2019 – Feb 2022</i> <i>Austin, TX</i>
<ul style="list-style-type: none">▪ Assessed clients' assets, goals, and risks to recommend personalized insurance and financial products.▪ Interpreted policy language to current and prospective clients.▪ Held Life & Health and Property & Casualty Texas Insurance Consultant licenses.	