

MINDY RADIKE

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PROFESSIONAL EXPERIENCE

First-Year Composition Instructor

Texas State University Department of English

Aug 2023 – May 2023

Hybrid - San Marcos, TX

- Taught diverse style guide conventions and how to use style guide manuals.
- Edited and evaluated 231 student manuscripts, amounting to 273,000 words over seven months.
- Managed multiple, simultaneous projects, deadlines, and communications.
- Produced research on best practices when teaching with AI to be presented at the *2024 Conference on College Composition and Communication*.

Online Writing Lab (OWL) Consultant

University of Texas Health Science Center at San Antonio School of Nursing

May 2023 – Aug 2023

Remote

- Co-Authored the OWL's informational services pamphlet.
- Led writing workshops on writing productively, collaboratively, and for science disciplines.
- Consulted nursing PhD students daily on their dissertations and journal articles.

University Writing Center (UWC) Coordinator

Texas State University Writing Center

Aug 2022 – May 2023

San Marcos, TX

- Drafted the UWC Strategic Plan to earn allocated funds for the 2023-2027 cycle.
- Streamlined workflows for a leadership team of six.
- Enculturated writers with industry-specific skills through appointments, workshops, and support groups.

Executive Assistant

Styrochrome Creative Consultancy

Feb 2022 – Aug 2022

Hybrid - Austin, TX

- Edited 39 customer support articles for e-commerce products and services.
- Researched market information and visualized data for the executive's documents and presentations.
- Implemented organized filing systems to ensure records are accessible and up-to-date.

Customer Relations Specialist

Yan Yan Tung State Farm Insurance Agency

Aug 2019 – Feb 2022

Austin, TX

- Created trusting client relationships by interpreting policy language of products and services.
- Assessed clients' assets, risks, and goals to recommend personalized insurance and financial products.
- Closed and retained new customer households using Salesforce.

EDUCATION

Master of Arts

4.0 GPA

Texas State University

Rhetoric and Composition (Thesis)

**30% Course Overlap in Technical Writing*

Relevant Coursework:

- Computers and Writing
- Rhetorical Metrics
- The Politics of Language
- Empathy and Writing
- Magazine Writing and Publishing

Bachelor of Arts

3.6 GPA

University of Texas at Austin

Writing and Rhetoric, Spanish (Majors)

French Studies (Minor)