MINDY RADIKE

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PROFESSIONAL EXPERIENCE

First-Year Composition Instructor   *Aug 2023 – May 2023*
Texas State University Department of English   *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   *May 2023 – Aug 2023*
University of Texas Health Science Center at San Antonio School of Nursing   *Remote*

- Authored the OWL's informational services pamphlet, including its mission statement and policies.
- 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   *Aug 2022 – May 2023*
Texas State University Writing Center   *San Marcos, TX*

- Drafted the UWC Strategic Planning Proposal to earn increased funding allocation for the 2023-2027 cycle.
- Streamlined workflows for a leadership team of three other coordinators.
- Enculturated writers with industry-specific skills through appointments, workshops, and support groups.

Executive Assistant   *Feb 2022 – Aug 2022*
Styrochrome Creative Consultancy   *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   *Aug 2019 – Feb 2022*
Yan Yan Tung State Farm Insurance Agency   *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

		Relevant Coursework:
Master of Arts	*Texas State University*	
4.0 GPA	Rhetoric and Composition (Thesis)	▪ Computers and Writing
	*30% Course Overlap in Technical Writing	▪ Rhetorical Metrics
		▪ The Politics of Language
Bachelor of Arts	*University of Texas at Austin*	▪ Empathy and Writing
3.6 GPA	Writing and Rhetoric, Spanish (Majors)	▪ Magazine Writing and Publishing
	French Studies (Minor)	