

Mindy Radike

630-777-4024 | min.radike@utexas.edu | Austin, TX, 78745

Portfolio: mindyradike.gitpages.io

EDUCATION

Master of Arts in Rhetoric and Composition
Texas State University

Bachelor of Arts in Writing and Rhetoric, Spanish (majors) and French Studies (minor)
University of Texas at Austin

PROFESSIONAL EXPERIENCE

Contract Writing *Feb 2022 – Present*
Various non-profit, academic, and business organizations. *Hybrid*

Grant Writer, Austin Torch *(Jun 2024 – Present)*

- Managed grant application process by researching market information, gathering organizational data, drafting and submitting proposal, and follow-up reporting (pending award).
- Identified organization's mission, key constituencies, founding history, cultural leadership, proposed activities, intersectionality and inclusion, accessibility, and budget for two-year funding cycle of \$300,000.

Composition Instructor, Texas State University *(Aug 2022 – May 2023)*

- Edited and evaluated 273,000 words from 231 student manuscripts.
- Taught critical thinking and collaborating as essential skills of the writing process.
- Researched ethical practices when writing with AI to present at the *2024 Conference on College Composition and Communication*.

Online Writing Lab Consultant, University of Texas Health Science Center at San Antonio *(May – Aug 2023)*

- Co-Authored informational services pamphlet as requested by the director of student services.
- Led writing workshops on writing productively, collaboratively, and for science genres to guide nursing PhD students completing their dissertations and journal articles.

University Writing Center Coordinator, Texas State University *(Aug 2022 – May 2023)*

- Drafted Strategic Plan, explaining new initiatives and ensuring goal alignment, to earn allocated department funds for a five-year funding cycle.
- Streamlined workflows for a leadership team of six.
- Mentored writers through appointments, workshops, and support groups.

Executive Assistant, Styrochrome Creative Consultancy *(Feb – Aug 2022)*

- Edited 39 customer support articles for e-commerce products and services on Joelister.com.
- Crafted compelling communications to partner organizations, clients, stakeholders, and donors.
- 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.