

Noemi Nuñez, M.A.

SUMMARY OF QUALIFICATIONS

Academic professional seeking a position at a higher institution. Ready to collaborate with other professionals to inspire students to pursue academic and personal excellence. Extensive experience working with students of diverse backgrounds. Eager to utilize my teaching and administration skills in a reputable university.

EDUCATION/CERTIFICATIONS/LICENSES

2020 Nova Southeastern University
Master of Arts – Composition, Rhetoric, and Digital Media

2015 Florida International University
Bachelor of Arts – Communication Arts

SKILLS

- A deep commitment to the college mission of fostering student success, achievement and persistence.
- Strong dedication to providing outstanding administrative and project support in a deadline-driven environment.
- Tutoring experience with individuals and groups in collaborative setting, both face-to-face and on-line.
- Experience working with faculty teaching discipline specific courses that have significant writing assignments.
- Foundational coursework and training in first-year writing and rhetorical communication.
- Demonstrated commitment to improving access to, and retention in, higher education for students from communities traditionally underrepresented in higher education.
- Extensive experience in public speaking among students, faculty, and academic professionals.
- Fluent in both English and Spanish (speaking, reading and writing).
- Proficient with Microsoft Office: Microsoft Word, Excel, PowerPoint, & Outlook.

PROFESSIONAL EXPERIENCE

NSU Department of Writing and Communication
Administrative Assistant

2017-2019

- Assisted the department chair, faculty, and staff with special projects and recruitment events.
- Scheduled meetings/appointments/events and coordinated travel to ensure timely scheduling.
- General clerical duties: filing, photocopying, proofreading, mailings, answering telephones, assisted with data entry, and provided administrative support to supervisors and other students when needed.
- Prepared and updated course schedules and book orders.
- Responded to inquiries and resolved routine problems requiring general understanding of work-area policies and procedures in a timely manner to ensure questions were answered and issues resolved.
- Processed vendor payments associated with assigned program offerings and assisted with the program budget.
- Composed, edit, proofread, and typed basic documents, created mail merges and performed mass mailings; photocopies and collated basic material to ensure timely communication and retention of documents.
- Prepared forms and documents; verified data for discrepancies and followed up to ensure accuracy.
- Entered data and generated reports from NSU specific software systems to ensure accurate processing record keeping.

Graduate Assistant Coordinator

- Assisted the executive director and faculty coordinators with providing writing services to students and faculty.
- Conducted more than 200 course-based writing and communication consultation with students.
- Attend designated class sessions to assist students individually and in small groups.
- Assisted with the recruitment, training, and mentoring of all writing consultants.
- Designed marketing and communication materials using Adobe Creative Cloud and alternative online platforms.
- Organized high impact workshops for all writing consultants.
- Co-organized writing and communication center events to increase student visits and center awareness.
- Presented on center-based research at large writing center conferences.

PUBLISHED WORK

Assembling Training Videos for Presentation Consultations: Resources for Writing and Communication Center Tutors. Nova Southeastern University. Forthcoming 2020.

Keeping a Clear Head: Enhancing Graduate Student Wellness Through Meditation and Journaling in the Writing Center. SDC: A Journal of Multiliteracy and Innovation. 2019

PRESENTATIONS AND WORKSHOPS

“Countering power and privilege in the writing center”, with Monique Scoggin, and Jacob Weiers, Southeastern Writing Center Association Conference, Feb. 22, 2019

“Launching a strategic social media presence for the NSU Write from the Start Writing and Communication Center,” with Janine Morris, Whitney Lehmann, Ph.D., Nikki Chasteen, Monique Cole, Adam DeRoss, Petra Jurova, Southeastern Writing Center Association Conference, Feb. 22, 2019

“Gettin’ grammatical: History and practical application in writing center work,” with Anyssa Gonzalez, Carol Reynolds-Srot, and Monique Scoggin. Nova Southeastern University Write from the Start Writing and Communication Center, Nov. 5, 2018

“WCC wellness workshop,” with Destinee Hughes and Veronica Diaz. Nova Southeastern University Write from the Start Writing and Communication Center, Oct. 3, 2018.

“Working with students online,” with Petra Jurova. Southeastern Writing Center Association Tutor Collaboration Day, Sept. 29, 2018.

“Composing the immigrant experience,” with Monique Scoggin. CAHSS Graduate Symposium, Sept. 22, 2018.

“Assessing power dynamics in one-on-one sessions,” with Veronica Diaz, Monique Scoggin, and Jacob Weiers. Nova Southeastern University Write from the Start Writing and Communication Center, Sept. 19, 2018.

“Keeping a clear head: Graduate student wellness through writing center work,” with Dr. Janine Morris and Veronica Diaz. East Central Writing Center Association Conference, Mar. 24, 2018.

ACTIVITIES AND MEMBERSHIPS

NSU Department of Writing and Communication **2018**

Miami Book Fair Marketing Project Manager

NSU Writing and Communication Center **2017**

Graduate Writing Consultant

NSU Department of Writing and Communication **2017**

Marketing Brand Ambassador

NSU Graduate Student Government Association **2017**

Board Representative for Department of Writing and Communication

Phi Mu Fraternity **2013**

Member