

# Ashlee M. Havlak

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325/486-6154

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## EDUCATION

**Angelo State University** Department of English and Modern Languages August 2020-Present  
*Candidate for Master of Arts in English, May 2021*  
Anticipated Graduation Date: May 2021  
GPA: 4.0

**Texas A&M University** College of Liberal Arts August 2017-May 2020  
*Bachelor of Arts in English, summa cum laude*  
Graduated May 2020

## TUTORING EXPERIENCE

**Angelo State University** August 2020-August 2021  
**Graduate Assistant**

- Tutored both undergraduate and graduate students of various disciplines in Angelo State Writing Center
- Consulted students via virtual communication and through focused in-person sessions
- Assisted students in identifying and targeting areas of struggle in written assignments

**Texas A&M University Writing Center** August 2018-May 2020  
**Writing Consultant**

- Tutored students to improve their writing and speaking skills in online, face-to-face, and web conference sessions
- Consulted with masters and doctoral students to develop their writing, meet deadlines, and improve dissertation completion rates
- Mentored and trained incoming writing consultants
- Collaborated in interview process for potential writing consultants
- Presented workshops on communication topics to classes and academic departments
- Constructed and presented strategies for improvement of accessibility
- Earned Level III certification from College Reading and Learning Association
- Tutored English language learners to improve both conversational and academic communication

## TEACHING EXPERIENCE

### Observing Teaching Assistant

- Observed Dr. Katie Jones's English 1301 course during the Spring 2021 semester
- Presented lectures in English 1301 course on paraphrasing and introductions/conclusions
- Mock-graded English 1301 writing assignments and provided written feedback to students
- Communicated potential strategies for instruction during weekly meetings

## RESEARCH

### English Honors Capstone

“The Eternal Parent: Disability in Contemporary Children’s Literature”, Capstone Independent Research Project overseen by Dr. Melissa McCoul, Texas A&M University. 2020.

## HONORS AND CERTIFICATIONS

- CRLA level III certification
- Sigma Tau Delta Spring 2019-Present
- Texas A&M University Dean’s List Student Fall 2017, Spring 2018, Fall 2018, Spring 2019
- Texas A&M University English Honors Student Fall 2017-Present
- Class of 2017 Valedictorian of Miles High School Spring 2017

## SCHOLARSHIPS

- Carr Fellow Graduate Scholarship - \$1,250.00 per semester
- Lou and C.C. Burton ’42 Scholarship - \$5,000.00
- CLLA UG DT Scholarship - \$1,500.00
- Texas Grant - \$5,000.00
- TILF John Porter King Jr. Scholarship- \$1,000.00
- San Angelo A&M Club Foundation Scholarship- \$6,000.00
- Panhandle Plains Scholarship- \$100.00
- Valedictorian First-year Tuition Exemption

## REFERENCES

Mrs. Marcie Puckitt, Instructor/Coordinator of Writing Center  
Department of English and Modern Languages  
Angelo State University  
San Angelo, TX 76903

Ms. Nancy Vazquez, Director  
Texas A&M University Writing Center  
Texas A&M University  
College Station, TX 77840

Dr. Melissa McCoul, Lecturer  
Department of English  
Texas A&M University  
College Station, TX 77840