

# Katherine M. Garrison

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English and Modern Languages, Angelo State University  
San Angelo, TX 76909

## EDUCATION

**Master of Arts in Technical Communication**, Texas Tech University, May 2008, 4.0 GPA

**Bachelor of Arts in English Emphasis in Professional Writing**, Minors in Mass Communication and Psychology, Texas State University, May 2005, 3.92 GPA

## TEACHING EXPERIENCE

**Instructor**—Spring 2022-present (Visiting Instructor Fall 2020-Fall 2021, Adjunct Spring 2016-Spring 2020), ASU, San Angelo, TX

*Fall 2021 Schedule:* two 1301 dual credit (online) and 3 1302 (online)

*Previous Classes taught:*

ENGL 1301 English Composition

10 sections online (5 of them dual credit)

1 section face to face

ENGL 1301T Developmental English Composition (2 sections, face to face)

ENGL 1302 Writing Across the Curriculum

11 sections online (7 of them dual credit)

3 section face to face

ENGL 3352 Business Communication (5 sections, online)

ENGL 2311 Introduction to Technical and Business Writing (5 sections, online)

**Graduate Part-time Instructor**—Fall 2007-Spring 2008, TTU, Lubbock, TX

ENGL 1301: Essentials of College Rhetoric, Interactive Composition Online (2 sections)

ENGL 1302: Advanced College Rhetoric, Interactive Composition Online (2 sections)

## PROFESSIONAL EXPERIENCE

### Angelo State University

*Space Inventory/Business Coordinator, Facilities Management Department*—Mar 2014-Jan 2016

Led the yearly inventory of records about square footage, building floor plans, room signage, key codes, and facility usage and reported to ASU administrators and the Texas Higher Education Coordinating Board; also updated the department's Supplemental Employee Handbook, Web site, and the work order system (FAMIS)

*Secretary, Special Projects Department*—Sept 2009-Mar 2014

Created Web pages, newsletters, social networking blurbs, surveys, flyers for events, video tutorials, YouTube interviews, operating policies, business process evaluation reports, business continuity plans, presentations, business forms, and event planning materials for the health and wellness program (ASUFit) and university administration

### Texas Tech University, English Department

*Webmaster*—Feb 2008-Aug 2009 - <http://www.english.ttu.edu>

Administered the department's Web site through training users about the CMS, managing access, making modifications to the layout, updating and developing content, working with IT, and reporting to the Technology Committee

*Technology Assistant*—Aug 2005-Sept 2009

Created online and in-person tutorials; installed, updated, and managed the more than 400 computer, audio, and visual equipment; and singlehandedly inventoried equipment yearly

*Multiple Literacy Lab Assistant*—June 2008

Trained English students and faculty members through the creation of video tutorials, printed instructions, and in-person tutorials to use technology in the classroom, as well as maintained lab equipment, such as the computers, printers, and audio and visual equipment

### **Texas State University-San Marcos**

*Copyeditor*—Jan 13, 2005-May 2005, *The University Star*

Edited newspaper articles for spelling, grammar, and usage and wrote article headlines

### **Writing Experience Outside the University**

*Contract Web site Designer and Webmaster*—June 2008-Aug 2010, Lynn Rushton, Dallas, TX

Designed and maintain Ms. Rushton's Gallery Web site to display her more than 100 pieces of art work for sale by owner at <http://www.lynnrushton.com>

*Contract Web site Designer*—July 2008, Unity Church of Lubbock, Lubbock, TX

Designed and created Unity's new Web site to inform and advertise church events and services for its more than 100 current and prospective members

*Special Project Editor*—June 2005-January 2006, Harcourt Achieve, Austin, TX

Formatted, edited, and readability tested 1000 pages of manuscript for a textbook series geared towards secondary school students with below-grade-level reading abilities

*Administrative Assistant*—July-Aug 2003, Derby Dog Industries: Creative Services, Austin, TX

Researched printers publishing possibilities during a summer internship

### **RELEVANT GRADUATE COURSEWORK**

History and Theory of College Composition, Teaching Technical and Professional Writing, Online Publishing, Technical Writing and Editing, Publication Management, Document Design, Usability Testing, and Grant Writing

### **SERVICE**

*PTO Active Member*—August 2021-present, Santa Rita Elementary, San Angelo, TX

Assisting with finding and writing grants for a shade structure and new STEAM resources

*EML and First Year Composition Meeting Attendee*—January 2016-present, ASU, San Angelo, TX

Meet monthly or semimonthly to contribute to department projects and interests, and in Fall 2020 I reported on successes and constraints of motivating online students to take the IDEA survey to Mark Hamma

*1301T Section Curriculum Committee Member*—July 2020-December 2021, ASU, San Angelo, TX

Author writing assignments, meet every other week to discuss current T section events, and collaborate on the T section schedule, syllabus, and current T section events

*Donation Sorter*—Sept 2018-May 2019, Christians in Action, San Angelo, TX

Helped organize donated materials for sale to help those in need pay bills

*Community Investment Panelist*—Sept 2009-2013, United Way of the Concho Valley, San Angelo

Evaluate local non-profit organizations and their application for funding from United Way

*Web site Designer*—Sept 2010-Aug 2011, San Angelo P-16+ Education Partnership

Revised their Web site to include social networking, pictures, and donor information

*Co-Webmaster*—Dec 2009-Jan 2011, San Angelo Road Lizards, San Angelo

Revised and maintained the local running club's Web site

*Usability Testing*—January-May 2007, National Diabetes Education Foundation, Lubbock, TX

Tested a one-page educational pamphlet called *4 Steps to Control Your Diabetes for Life* with the help of six participants during my graduate course on usability testing

*Knowledge Base Technical Editing*—Jan-May 2006, Texas Tech University, Lubbock

Copyedited and comprehensively edited a 90 + page knowledge base for the English department's IT Web site during my graduate course on technical editing

*Web site Redesign*—August-December 2006, Texas Tech University, Lubbock

Redesigned the Graduate English Society's Web site at <http://english.ttu.edu/ges> for over 300 graduate students during my course on document design

*Grant Writer*—April-Aug 2006, Friends of Gillespie County Country Schools, Fredericksburg, TX  
Researched grant giving organizations and wrote grant applications, presentations, pamphlets, handouts, and Web sites to persuade granting organizations to restore schools

*Web site Redesign*—Jan-May 2006, Lubbock Public Library, Lubbock  
Redesigned the library's 100-page website using Dreamweaver, HTML, and CSS for the city's 212,000 citizens during my course on online publishing

*Grant Writing*—Aug 2005-December 2005, CASA of the South Plains, Lubbock  
Wrote CASA's \$2,000-dollar, grant proposal to fund their new Recruitment and Training Assistant's salary during my course on grant and proposal writing

## **ACADEMIC AWARDS**

*Sigma Tau Delta*—an English honor society, Member spring 03

*Alpha Chi National Honor Society*—Vice President Fall 04-present, Member spring 02-present