

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, Texas State University-San Marcos, Texas, May 2005

Summa Cum Laude, 3.92 GPA, Emphasis in Professional Writing, Minors in Mass
Communication and Psychology

TEACHING EXPERIENCE

Adjunct Lecturer—Jan 2016-Present, Angelo State University, San Angelo, TX

ENGL 3352 Business Communication Courses

ENGL 1301 (regular and dual credit) English Composition

ENGL 1302 Writing Across the Curriculum

Graduate Part-time Instructor—Aug 2007-May 2008, Texas Tech University, Lubbock, TX

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

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

*approximately 35 students in each section

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, Public Relations, and Advertising, Technical Writing and Editing, Publication Management, Document Design, Usability Testing, and Grant Writing

SERVICE

- Community Investment Panelist*—Sept 2009-2013, United Way of the Concho Valley
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 add social networking components, pictures, and easier access to important donor information
- Co-Webmaster*—Dec 2009-Jan 2011, San Angelo Road Lizards, San Angelo TX
Revised and maintained the local running club's Web site
- Usability Testing*—January-May 2007, National Diabetes Education Foundation, 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, TX
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, TX
Redesigned the Graduate English Society's Web site at <http://english.ttu.edu/ges> for its over 300 graduate students and graduate part-time teaching assistants 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, TX
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, TX
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

REFERENCES

Upon request