

Ebony Walker

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Summary

Ambitious, collaborative, solutionist with an awareness of diverse perspectives looking to begin a career in content management, data analysis, web construction, podcast editing, copy editing, technical, medical, or professional writing. Well versed in faced-paced environments, well organized, responsive, and excellent at meeting demands under pressure.

Education

University of Texas at Tyler | Received in 2021

-Bachelor of Science in Political Science | GPA (3.95) | Summa Cum Laude

-Bachelor of Art in English | GPA (3.95) | Summa Cum Laude

University of Texas at Tyler | Received in May 2024

-Masters in English with an emphasis on Digital Writing and Rhetoric | GPA (3.58)

Skills and Coursework

Trained in:

-Data Analysis -Technical and Professional Writing -Textual Analysis -Grammar and Professional Editing -Public Writing with Technology -Rhetorical Historiography -Scientific Writing -Canva -Audacity (audio editing program) -All Microsoft Office Applications -The History, Theory, and Practice of Writing Centers -Copy Editing -Word and Digital Technology -Academic Writing and Research -Game Narrative Studies

Work Experience

Graduate Teaching Assistant | University of Texas at Tyler | August 2022 - May 2023

- Graduate teaching assistant for English 1301 and 1302
- Delivered 45 full lectures to classrooms of 20 students each
- Completely designed all course material, including engaging infographics and well researched lesson plans, for English 1301
- Collaborated successfully with a senior professor to design student workshops for English 1302.

Administrative Assistant to Senior Office Administrator | University of Texas at Tyler | August 2022 - May 2024

- Experience working in a team with other graduate assistants in the office setting
- Enthusiastically greeted students and professors, both in person and on the phone, and provided accurate information about course and department policies
- Helped plan, organize, and set-up department events including, but not limited to, retirement parties, meet and greets, as well as staff meetings.
- Decoded and organized data for large research projects into comprehensive, easy to understand, files.
- Mentored and trained new hires by explaining how to use software and demonstrating what tasks and responsibilities are required of the position

Podcast Editor | University of Texas at Tyler | August 2023 - December 2023

- Edited the entirety of the Podcast “ A Verse Reaction with Dr. Beebe”
- Provided show notes, created both polls and surveys, and ensured that the episodes were uploaded to the approved portal