

# ***Nicole Hicks***

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## **QUALIFICATIONS**

- Solid experience engaging with students at various academic levels about writing
- Demonstrated skills in an online setting, both synchronous and asynchronous
- Excellent interpersonal, written, and verbal communication skills
- Knowledgeable with computers, including Microsoft Office and 90 WPM

## **WORK EXPERIENCE**

*Aug. 2020 – present* Kilgore College, **adjunct English instructor**

- Teach and supervise all learning experiences and evaluate student performance in the classroom
- Develop teaching material and implement through a combination of classroom activities and online learning

*Feb. 2018 – present* Tyler Junior College, **writing center specialist**

- Interview and train new writing tutors as well as develop and present meetings and workshops
- Assist the director with payroll and work schedules and provide tutoring as needed

*Feb. 2019 – Dec. 2020* University of Texas at Tyler, **writing tutor**

- Conduct tutoring sessions with students covering all stages of the writing process
- Submit reports with detailed summaries of every tutoring session

*Aug. 2009 – Dec. 2017* Truckee Meadows Community College, **writing tutor**

- Help college students with their papers, focusing on all aspects of the writing process
- Attend monthly meetings for continual trainings and new programs to implement

## **EDUCATION**

MA in English, University of Texas at Tyler, 2020  
BA in English & Psychology, University of Nevada, Reno, 2016  
AA in English, Truckee Meadows Community College, 2013

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