

Taylor Palacios

Tyler, TX | 903-372-8064 | taylormpalacios@gmail.com

Education

Master of Arts in English | The University of Texas at Tyler | GPA: 4.0

Graduation: December 2024

Bachelor of Arts in English | The University of Texas at Tyler | GPA: 4.0

Graduation: December 2020

Experience

Instructor of English 1301 and 1302 | The University of Texas at Tyler | August 2023 to December 2024

- Designing course, conducting lectures, grading, communicating with students, navigating plagiarism cases under the supervision of a professor

Teaching Assistant | The University of Texas at Tyler | August 2022 to August 2023

- Assisted with lectures, grading and course assignment design

Administrative Assistant | Tyler Ford | May 2019 to March 2022

- Front desk reception, took payments, managed office phone

Intern to Chief Administrative Officer | Meals on Wheels | February 2019 to May 2019

- Administrative tasks such as background checks and filing, participated in weekly staff meetings, assisted in weekly bank deposits

Orientation Leader | The University of Texas at Tyler | May 2018 to August 2018

- Assisted execution of New Student and Transfer Student Orientations, collaborated with team on projects, event set-up and program improvement, provided mentorship to incoming students

Assistant to Honors Program Director | Tyler Junior College | September 2015 to May 2017

- Clerical duties such as front desk reception and filing, managed Outlook account, assisted with department projects and events

Skills and Training

Composition Skills | Lecturing | Classroom Teaching | Course Design | Outlook | Microsoft Office | Creative Writing | Written and Verbal Communication | Information Literacy | Research Skills | Analytical Reading and Writing | Document Editing | Designing Presentations | Public Writing