TEXAS STATE VITA

I. Academic/Professional Background

A. Name: Brooke Abigail Butler Title: Ms.

B. Educational Background

Bachelor of Arts	*2017*	*University of Missouri*	*English / Film Studies*

C. University Experience

Instructional Assistantship, Texas State University (English Department)

San Marcos, TX / August 2024 – Current

- Assisted in grading college-level coursework including essays, short answer questions, and discussion posts
- Encouraged professional, supportive communication with students that spurred a diversity of viewpoints within their weekly assignments

Education Programming Associate, University of Texas (Nat. Inst. of Staff and Organizational Development)

Austin, TX / January 2024 – August 2024

- Assisted in marketing educational workshops at community colleges and built professional relationships that led to being the primary contact for NISOD
- Updated information regarding company's accounting, project management, membership information, and contact lists
- Collaborated in the editorial process of NISOD Innovation Abstracts and NISOD Papers, as well as hour-long informational webinars.

Admissions Associate, University of North Texas (School of Health Sciences)

Fort Worth, TX / November 2021 – January 2024

- Quickly became the go-to person for campus-wide communications regarding admissions
- Project leader on new initiatives to more actively engage prospective students seeking to learn about the school's program offerings
- Deliberated which applicants were invited to interview at the many campus-wide programs (School of Health Professions, Osteopathic Medicine, School of Public Health, etc.)

- Interviewed professors, administrators, and leadership team members to source content and stories to share with stakeholders in order to drive deeper & more meaningful reader engagement
- Advised students on the process and merits of pursuing a career in medicine to connect the school's mission with the goals of prospective students

Instructional Assistant, Tarrant County College (Writing Center)

Fort Worth, TX / June 2018 – December 2019

- Taught standing college-level classes focused on professional writing skills and techniques
- Researched, designed, and delivered speeches & presentations on topics ranging from writing formats, story-telling best practices, writing for journalistic professionals, and even high-impact poetry structure
- Hosted several workshops focusing on the fundamentals of essay writing and academic grant writing best practices

D. Relevant Professional Experience

ESL Teacher, ECC Foreign Language Institute (International Assignment)

Osaka, Japan / January 2020 – October 2021

- English language teacher focused on teaching techniques for engaging conversations and writings for business professionals
- Introduced a new journal program that kept pupils engaged in English outside of the classroom, ultimately improving both written and spoken communications
- Event organizer for networking events and holiday events sponsored by the program

Museum Docent, Log Cabin Village Museum

Fort Worth, TX / August 2019 – January 2020

- Presented historical information about the 19th Century pioneer life in a dynamic and educational manner for school field trips and the general public
- Led instructional demonstrations in woodworking and blacksmithing to visitors that encouraged their curiosity
- Collaborated in after-school programs with children, where I connected history to present day through quilt-making and story-telling

E. Other Professional Credentials (licensure, certification, etc.)

- Multicultural Certificate granted by the University of Missouri for extended exploration and studies on cultural diversity